SECTION	SUBJECT
307	REFERENCE CHECKS

Appropriate references should be checked by the department prior to submitting the selection information to the Personnel Department. Reference checks that can be made include, but are not limited to:

- Employment checks including verification of employment dates, earnings, work performed, evaluation of performance, conduct, and attendance records
- Personal references
- Education checks

Prior to a final decision and preferably at the time of the interview, the department should request that the candidate provide the names and phone numbers of current and/or former supervisors, co-workers and subordinates, if applicable. Additional work references may be developed from the primary references provided by the candidate. Generally, the higher level and more sensitive the position, the more extensive the employment checks should be. It is also appropriate to request a copy of the candidate's most recent performance evaluation(s).

Reference checks should be made confidentially. If a candidate is employed at the time of the interview, pre-offer reference checks should be made with the current employer **only** with the candidate's consent. Any offer may be conditioned on an acceptable reference from the current and past employers. Original reference check documents should be forwarded to the Personnel Department with the selection package. Copies should not be maintained by the department.

Some positions may require criminal and sex offender record checks and/or Commercial Driver's License (CDL) background checks in addition to regular reference checking. (See Section 308, Pre-Employment Background Checks and Section 309 Commercial Driver's License Checks.)

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AMENDS/SUPERSEDES	REFERENCES	APPROVAL:
NEW		