

Policy & Procedure

Policy Title: Reference Checks

Policy Number: 604

Policy:

The Human Resources department is responsible for verifying applicant qualifications to ensure position requirements are met and that success in Arc Human Services is likely. Eligibility for positions requiring prior experience will be contingent on successful employment reference checks as permitted on the application by the potential candidate or by letters of recommendation.

The Human Resources department is also responsible for providing accurate and appropriate responses to reference check inquiries on employees and past employees. It is the policy of Arc Human Services to require a signed release of information for all reference checks including verification of current or past employment, certifications or income.

It is the policy of Arc Human Services to provide neutral references regarding former employees. Responses to such inquiries may provide such information as dates of employment, wage rates, and the title of the position held or other information as appropriate and in compliance with the law. Arc Human Services will give truthful information consistent with applicable laws.

Procedures:

All reference requests concerning current or former employees should be referred to the Human Resources department.

Verification of employment for current or former employees requires a signed release for information. Verification of information for loan or other verification requires a signed release for information. The signed release can be faxed or emailed to the Human Resources Department. Upon receipt of the release, a response may be provided in writing at Arc Human Services' discretion. Verbal verification will not be given via telephone. The signed release, along with any other written documentation, will be attached to the employee file electronically.

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