

# Saint Joseph's College

## Policy Guidebook

**Human Resources**

**Section Name:** Starting Your Career with SJC

**Section Number:** 2.12

**Effective Date:** 2/17/2023

**SUBJECT:** Reference Checks

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**Purpose:**

Reference Checks are used to verify information provided by the applicant and to obtain additional details to determine suitability for the position for which they are being considered.

**Applicable to:**

All Faculty and Staff

**Policy:**

To ensure that individuals who join Saint Joseph's College are well qualified and have a strong potential to be productive and successful, it is the policy of Saint Joseph's College to check the employment references of the final candidate(s) for a position. A reference check is also required for internal candidates and rehires. It is the hiring manager's responsibility to ensure that references are checked.

Reference checks are a critical component of demonstrating careful and thorough consideration of the candidate's recent and past performance.

Reference checks can:

- Verify details the candidate has provided.
- Offer additional information on a candidate's skills, performance, knowledge, and work history from a source other than the candidate themselves.
- Help assess the candidate's potential for success in the position.

**Procedure:**

**New Hires**

- Using the Reference Questionnaire (page three), hiring managers will contact a minimum of three (3) professional references for the finalist of their open position. Professional references include: supervisor or previous supervisor, colleague, professor, advisor. A minimum of two (2) supervisory references is required.
- Once references are complete, the hiring manager will send them to Human Resources to finish the recruitment process.
- The hiring manager sends the Reference Questionnaires to Human Resources. These documents will be kept on file in accordance with our retention policy.

**Internal Candidates and Rehires (required for posted positions)**

- Using the Reference Questionnaire, hiring managers will contact a minimum of one (1) professional reference. Professional references include: supervisor or previous supervisor, colleague, professor, advisor. The reference can be a College contact. The ideal would be a supervisor reference to be contacted if available. Past supervisors can provide certain qualitative information that is critical in reference checking.
- Once the reference is complete, the hiring manager will notify Human Resources to finish the recruitment process.
- The hiring manager sends the Reference Questionnaire to Human Resources. This document will be kept on file in accordance with our retention policy.



## Reference Questionnaire

<b>Candidate Name:</b>	
<b>Position Applied For:</b>	
<b>Reference Verified by:</b>	
<b>Date Reference Contacted:</b>	
<b>Reference Name:</b>	
<b>Relationship to Candidate:</b>	
<b>Company:</b>	

1. How do you know the candidate?
2. Did you have the opportunity to observe the candidate in any of their positions?
3. What do you consider the candidate's strengths to be?
4. In what area does the candidate need additional development?
5. Please describe their work ethic.
6. Why did they leave (or is interested in leaving) your organization?
7. Would you re-employ or work with them if you had the opportunity?
8. Is there any additional information you believe we should have when considering them for employment?