



Lehigh University Human Resources Policy

Policy Number: 210
Effective Date: 9/1/1990
Revisions:
Applicability: All Classified Staff

REFERENCE CHECKS POLICY

Purpose:

Policy on checking references on potential employees

Policy:

Introduction

An important step in attracting and hiring the best employees at Lehigh University is to complete accurate and thorough reference checks. Reference checks should be completed for all candidates for classified exempt and nonexempt employees prior to making an offer of employment.

Responsibility

It is the responsibility of the hiring supervisor to complete reference checks. Human Resources recommends conducting reference checks on the candidate of choice at the end of the search process, prior to making an offer of employment. Human Resources will provide a list of suggested questions and tips for conducting effective reference checks. (The documents *Reference Check* and *Reference Tips* are also available on the *Campus Portal*. Contact Human Resources for access.) A booklet titled *Pre-employment Inquiries: What may I ask? What must I answer?* is available from the Pennsylvania Human Relations Commission at:

http://sites.state.pa.us/PA_Exec/PHRC/publications/other_publications.html

It is also acceptable to conduct reference checks on a limited number of lead candidates prior to the interview process.

An application of employment should be completed by the candidate of choice or lead candidates prior to checking references. The job candidate's signature on the employment application provides an authorization for release of information.

Requests for References

Requests for references from Lehigh University must be referred to Human Resources. Human Resources will confirm dates of employment, position title, and salary information. If a former

employee requests additional information be provided the individual must sign a release form available in Human Resources or provide a signed release statement from another organization.

Keywords: Background, Reference, Work History