



REFERENCE-CHECKING CHECKLIST

GIVING REFERENCES

Completed

- _____ Establish a written policy
 - _____ specify procedure for giving references
 - _____ require a signed authorization form and waiver of liability
 - _____ prohibit “to whom it may concern” reference letters
 - _____ determine who may give references
 - _____ give references only to validated prospective employers
 - _____ define the types of information that may be given
- _____ Review policy with all employees
- _____ Review the policy during termination interviews
- _____ Provide only factual, job-related information, based on documentation
- _____ Develop a reference authorization form
- _____ Document the responses given to every reference request
- _____ Retain documentation for the minimum period required

For a free 30-minute consultation on how to safely provide accurate references for former employees, [click here](#).



REFERENCE-CHECKING CHECKLIST

GETTING REFERENCES

Completed

- _____ Establish pre-employment screening requirements
- _____ Communicate requirements to all applicants
- _____ Establish a written policy
 - _____ satisfactory references are required for employment
 - _____ require factual and verifiable information
 - _____ determine procedures for getting references
 - _____ designate who will obtain references
 - _____ require signed reference authorization forms
- _____ Develop a reference check form
- _____ Ask applicants for copies of past performance appraisals
- _____ Document all reference contacts, regardless of information given
- _____ Protect confidentiality of reference information
- _____ Retain documentation for the minimum period required

For a free 30-minute consultation on how to safely get useful references for prospective new hires, [click here](#).