



## POLICY ON EMPLOYMENT REFERENCE CHECK

*Dated:* February 24, 2015

*Supersedes:* HR.203 *Employment Reference Check* dated April 11, 2005

### I. PURPOSE

To establish guidelines for obtaining employment and personal references for candidates being considered for employment and to verify information provided by the employment candidate.

### II. POLICY

It is the policy of New York Medical College to verify employment references provided by prospective employees.

### III. SCOPE

This policy applies to all staff and CBU candidates being considered for employment.

### IV. DEFINITIONS

- A. Employment Reference - Information provided by the candidate on present and past employment.
- B. CBU - Union represented employees (Collective Bargaining Unit)

### V. PROCEDURE

- A. The Human Resources Department or Affiliation Office will request that each employment candidate complete an **Employment Application (HR-11)** form and sign the employment verification release contained in the Application.
- B. All employment reference checks must be obtained by or coordinated through the Human Resources Department.
- C. When written employment verification is required, the **Reference Release on the Employment Application (HR-11)** which is signed by the employment candidate is used by the Human Resources Department or Affiliation Office.
- D. Verbal employment verification can be received by a designated Human Resources Department or Affiliation Office member, by contacting the listed references and record all employment related information on the **Employment Reference Questionnaire (HR-27)** form.

- E. The Human Resources Department or Affiliation Office will refer all documented reference information to the hiring department.
- F. The hiring department evaluates references received in conjunction with the candidate's qualifications and experience to make an appropriate hiring decision. In instances when the job offer is made prior to receiving all reference checks, the offer is contingent on the completion of satisfactory reference verification.
- G. The **Employment Application (HR-11)** which includes the reference release and the **Employment Reference Questionnaire (HR-27)** will be included in the personnel file in the Human Resources Department Central Records office and a duplicate file will be maintained at appropriate Affiliation Office.

**VI. EFFECTIVE DATE**

This policy shall be effective as of the date signed below.

**VII. POLICY RESPONSIBILITY**

- A. Supervisors/ Administrators - comply with the provisions of this policy.
- B. Human Resources Department
  - 1. Verify employment references provided by prospective employees.
  - 2. Provide advice and guidance with respect to the interpretation and administration of this policy.


**VIII. POLICY MANAGEMENT**

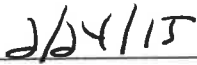
Responsible Officer: Vice President of Operations

Responsible Executive: Director of Human Resources

Responsible Office: Human Resources Department

**APPROVED:**

  
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Edward C. Halperin, M.D., M.A.  
Chancellor for Health Affairs and  
Chief Executive Officer

  
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Date