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GENERAL MANUAL POLICY

APPROVED BY:

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CATEGORY: Human Resources

TOPIC: Reference Checks for Potential Candidates for Employment
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POLICY

All potential candidates for employment will have references checked, previous employment verified, and a written record will be maintained. All reference information will be kept confidential. Reference checks must be completed as per the Developmental Services Act.

PURPOSE:

1. To verify past/present employment records.
2. To ensure the most suitable candidate for the position.

Initial: KJP.

GENERAL MANUAL PROCEDURE

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PROCEDURE:

1. Once the interview procedure has been completed; and the potential employee(s) have been chosen, references must be obtained. All potential candidates for employment must sign their consent on our agency application form, prior to contacting any references.
2. The interviewers will co-ordinate reference checks, ensuring continuity. A minimum of two references must be obtained. The Reference Check form is to be signed and dated once the reference has been obtained.
3. The completed Reference Check forms will be kept with each individual's personnel record.