



## REFERENCE CHECKS GUIDELINES

**Purpose:** To outline guidelines for obtaining and providing employment-related reference information for and on behalf of CMU. These guidelines also serve to document the university's goal of sharing and receiving truthful, accurate, and fair job-related reference information.

### Obtaining Reference Check Information

The process of gathering complete, job-related reference information is a required part of the search process at CMU. In order to recruit, hire, and retain effective employees reference checks are required prior to selecting a final candidate.

At least three references should be obtained, including a current or past supervisor.

It is recommended that the hiring supervisor inform the candidate prior to checking references.

Reference checks can be used to gather additional information that will lead to a final decision between two or more candidates that may be equally qualified or be used to substantiate the hiring decision.

"Off list" reference checks (i.e., references other than those provided by the applicant) are encouraged. A hiring manager may obtain names of other references through such avenues as former employers, co-workers or electronic searches.

As a professional courtesy, for internal transfers, the employee's current supervisor should be contacted for a reference.

### Providing Reference Check Information

As requested, Hiring Managers may write a letter of recommendation for an employee.

Supervisors may share performance information with other potential CMU supervisors. Information not documented or confirmed in the employee's personnel file/performance evaluation shall not be released.

If a supervisor is contacted for a reference and there is any concern related to the employee's performance, the supervisor should refer the requestor to Human Resources.

Unless a signed release is provided, HR will only verify dates of employment and title of position held to an outside employer. If a signed release is provided, HR may release additional information documented in the employee's personnel file (including performance reviews).

Internal reference requests from one hiring manager to another should be addressed honestly, based on documented job performance.

### Verification of Employment

Employees wanting verification of employment may access information on HR's website at:

<https://www.cmich.edu/about/human-resources/employment-services/employment-verification>

Outside agencies wanting verification of employment should be referred to **The Work Number** (<https://theworknumber.com/>) **Our employer code is 157374.**