

EP – 3: Pre-Employment Reference Checks

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SECTION I - POLICY

1. GENERAL POLICY.

Selection officials are responsible for checking the references of those applicants who have been interviewed and are being considered for the vacancy.

SECTION II - PROCEDURES

2. SOURCES OF PRE-EMPLOYMENT REFERENCES.

- a. Current employer (with permission of applicant).
- b. Previous employers.
- c. Personal character references provided by the applicant (note: often these may not be satisfactory in that the applicant would not provide a reference that would provide negative information).
- d. School teachers/instructors (for current/recent students).
- e. Criminal background check
 - SLED
 - Sex offender registry