

Employment References Policy

1.0 Policy Statement

The City of Mount Pearl will conduct reference checks prior to making an offer of employment to an applicant. Only qualified applicants who receive acceptable references will be considered for employment, at the discretion of Human Resources and the hiring Manager.

2.0 Scope

This policy applies to all employees at all locations of the City. Where any provision of this policy conflicts with the terms of the collective agreement, the collective agreement will prevail.

3.0 Purpose

To establish a policy for the City of Mount Pearl that outlines the guidelines to be followed when conducting reference checks prior to making an offer of employment to an applicant, and when providing a reference for former or current City employees.

4.0 Guidelines

- a) All reference checks will be conducted by Human Resources or their designate if trained in conducting reference checks.
- b) Human Resources will conduct reference checks for all applicants being considered for placement. All positions, including volunteer positions where it has been deemed appropriate, require reference checks.
- c) In the case of external applicants, a minimum of two (2) previous employers will be contacted for references including their current employee
- d) If the applicant has prior employment experience, a reference from a supervisor is required. If the applicant has no prior employment experience, character references may be obtained from their teacher, volunteer leader, etc.
- e) Candidates for the position will be provide their consent for the City to conduct reference checks.

- f) When conducting a reference check on a potential employee, Human Resources will use the *Reference Check Form*.
- g) References obtained by Human Resources on behalf of the hiring Manager will be shared with all parties involved in the hiring decision to assist in the hiring decision. References will be maintained in accordance with the Access of Information and Protection of Privacy Act 2015, as well as other related City's policies and procedures.
- h) Any management or other employee receiving a request to act as a reference for a current or former employee must ask that the request be forwarded to Human Resources who is responsible for confirming employment information relating to current and former employees.
- i) When providing references for a former employee, Human Resources will be able to confirm the following information only:
 - i. Position title; and
 - ii. Date of hire and/ or departure from the City.
 - iii. Information over and above this will not be provided, unless written in a reference letter by Human Resources or in the case of a Supervisor and/or Manager for a student.

5.0 Related Documents

Refer to the City's companion document *Reference Check Form*.

6.0 Approvals



Steve Kent, Chief Administrative Officer

August 7, 2018

Date