CDU Policy I.E.00510 Reference Checks/Employment Verification

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: October 29, 2010

REVISED DATE:

SUPERSEDES:

POLICY I.E.00510 Reference Checks/Employment Verification

A. CDU REFERENCES

The University operates as a single employer and has the right and responsibility to share with other University departments accurate employment information concerning the job history and performance of current or former employees. The individual responsible for gathering reference data on an employee who is a job candidate must contact all of the candidate’s previous CDU supervisors. Former supervisors must provide this information to other CDU departments and may not withhold any information related to performance. It is especially important that the communication between CDU departments regarding work performance be accurate, candid and objective. If an applicant does not want his or her supervisor to know he or she is seeking a new position, an offer must be made contingent upon receiving an acceptable employment recommendation.

B. Non-CDU REFERENCES

It is Charles R. Drew University’s policy to provide minimal information to reference inquiries from non-CDU entities for current or former employees. The Department of Human Resources is the only entity authorized to respond to employment enquiries or to engage the services of a third party vendor to do so on the University’s behalf. In either case, only the employee’s job title, most recent hire date, termination date (if no longer employed by CDU), and total time with CDU will be provided.

The individual responsible for gathering reference data on employees who are candidates from non-CDU entities must document the source of the data, the date of contact and summarize the information received. Applicants also may, on their own initiative, provide letters of reference to the hiring authority.
C. EMPLOYMENT VERIFICATION

Any University employee (or former employee) may authorize the release of his or her own employment and income information (e.g., for purposes of credit evaluation) by providing to the Department of Human Resources or the Payroll Office a specific authorization to release the information to the institution requesting the information.

Questions regarding employment references should be directed to the Department of Human Resources at 323-563-5827.

Applicability: All Staff and Faculty Members