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**EMPLOYMENT/CREDIT REFERENCES FOR NON-COLLEGE SOURCES**

Occasionally, College employees are asked to provide employment and/or credit references. Because the employee individually and the employee and the College jointly are responsible for the content of the reference, inquiries are to be processed as follows:

1. Inform the person or company making the request that it is the procedure of the College not to give any reference information unless the Human Resources Office has a Release of Information on file signed by the person for whom the reference is requested. Direct the person seeking the reference to contact the College's Human Resources Office.
2. The Human Resources Director will ask for a release. When the release is received, the Human Resources Director will notify the College employee that a reference may be given or that the Human Resources Director will respond to the request.
3. Reference information provided must be factual and related only to the person's employment history with the College.
4. Document the name of the former employee, the individual requesting the information, and the information you disclosed. Provide a copy of this documentation to the Human Resources Department.

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