

# Big Bend Community Based Care Policy & Procedure

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<b>Series:</b>	1100: Human Resources	
<b>Policy Name:</b>	Pre-employment Reference Checks	
<b>Policy Number:</b>	1107	
<b>Origination Date:</b>	02/17/2009	<b>Revised:</b> Board Meeting of 12/13/2018
<b>Regulation:</b>	CFOP 60-8 CFOP 60-70	

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to complete reference checks prior to the start of work for any new employee.

## Procedure

- A. A minimum of four (4) pre-employment references (three (3) professional and one (1) personal) will be collected in order for a job candidate to be extended a job offer for a position with BBCBC.
  1. BBCBC will not rely on written letters of recommendation as a reference.
  2. If employment or professional references are not available, the use of personal references is permissible.
- B. Obtaining reference checks will be the responsibility of either the hiring supervisor or Human Resources (HR).
  1. The hiring supervisor or HR will attempt to contact at least three (3) of the most recent employers as shown on the employment application.
  2. Every effort will be made to contact a prior supervisor or professional peer for a reference.
- C. If unable to obtain a professional or business reference, then a personal reference will be accepted.
  1. An attempt should be made to obtain from the personal reference contact information of other personal acquaintances that can provide a character reference.
- D. All reference checks will be carefully documented using the "Telephone Reference Check" form.
- E. References will be collected and maintained in the new employee's employment file in Section 6 of the file.
- F. References obtained on applicants who did not receive a job offer will be collected and maintained with the applicant's employment application and retained in accordance with the BBCBC Retention of Employment Records Policy.