Conducting and / or being the recipient of a Reference Check

Tips when conducting reference checks on prospective employees:

- Start with the Human Resources department. If it is acceptable it is also good to talk to the direct supervisor.
- Verify the employment history [i.e. dates of employment, salary, reason for leaving] and their work record [attendance, attitude, strong points, weak points]. Ask if the employee is eligible for rehire.
- Try to conduct at least two reference checks on a prospective employee. If possible use previous employers for the reference checks, but personal references may also be used.
- Document in writing information obtained from reference checks. Be sure to list the name of the person contacted and their position with the company.
- If hired, written reference checks along with the employee’s application should be placed in their personnel file.

Tips to keep in mind if you are contacted as a reference check on a previous employee:

- Only the Minister (or President of the Board in lieu of the Minister) is authorized to give reference checks on previous employees.
- Do not provide information on medical such as illnesses, injuries, diseases, etc., worker’s compensation claims, or leaves of absence.
- Consider having an employee sign consent to release information at the time of their termination.