

## PERSONNEL POLICY 08-02

SUBJECT: Employment Reference Checks

PURPOSE: To establish guidelines for checking pre-employment references and responding to current, and post employment reference requests

APPLICABILITY: All City of Clarksville Employees

POLICY STATEMENT: The City of Clarksville will have a viable pre-employment reference check system to ensure the very best possible applicants are selected for hire. It will also be the policy of the HR Department to provide responses to both verbal and written reference checks. The City will respond to written reference requests only if the current or former employee of the City has executed a release of such information, or in accordance with the open records act. The HR Department will only confirm dates of employment, wage rates, and the title of employee's position in response to verbal reference requests.

1. To ensure that individuals who join the City of Clarksville are well-qualified and have a strong potential to be productive and successful, it is the policy of the City for the hiring department to check the employment references of the selected applicant prior to extending a job offer. Any offer of employment made is contingent upon a reference check by the Director of Human Resources/HR Department and/or the hiring manager. This will be a documented reference check covering at least the last two (2) positions based on the immediate past work history unless a perspective employee has had a long term tenure with a previous employer which is defined as 20 plus years of consecutive employment in which case only one (1) reference check will be sufficient. The form at Appendix A will be utilized to document these checks.

2. The Human Resource Department is designated to respond to reference check inquiries from other employers. All calls, contacts and written inquires concerning current or former employees should be referred to the Human Resource Department. It is the policy of the City of Clarksville to provide neutral references concerning former employees in response to verbal inquiries. Responses to such inquiries will only confirm dates of employment, wage rates and the title of position held. Additional information may be released in response to written requests, if a signed employee authorization release is sent in with request (Example, Mortgage verification). The City of Clarksville will comply with all requirements of any open record act that may be applicable, regardless of whether the current or former employee has executed a release.

OFFICIAL DOCUMENT

APPROVED BY CITY COUNCIL: APRIL 3, 2008

EFFECTIVE DATE: APRIL 3, 2008

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WILLIAM MCNUTT, HR DIRECTOR

Appendix A

Reference Check Form

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Reference name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Relation to applicant:

1. What position did the applicant hold in your company?

2. Would you rehire this person?

3. How many years have you worked with the applicant?

4. Overall, how would you rate his/her performance (average, above/below average)?

5. What are his/her strong points?

6. What are his/her weak points?

7. How much supervision does this person require?

8. Does this person follow through with assigned tasks?

9. Please comment briefly on the applicant's:

Ability to supervise others

Quality of work

10. Is there anything you would like to add regarding the applicant's work or job performance?