

Providing Employee References to Prospective Employers Policy

Background

Prospective employers routinely request information, including work history and salary, for current and former Research Foundation (RF) employees. There have been cases where providing a detailed performance reference for a former employee has resulted in costly litigation for employers. While the RF is not obligated by law to release this type of information, the RF recognizes that such employees may need to provide a prospective employer with some type of job reference.

Policy

The RF will provide a prospective employer with a confirmation of employment for a current or former RF employee. The information provided in the reference will be limited to verification of employment dates and to position titles held.

All requests for an employer reference should be directed to:

- Operations manager at the employee's campus location. If the operations manager is unavailable, the request should be directed to the person in charge of the campus RF human resources office.
- Human resources/employment manager for central office employees.

Change History

- **December 9, 2004** - New document.