

HR: EMP06 – Employment References

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POLICY:

All candidates for employment are required to provide the names and contact information for at least three (3) employment references. All offers of employment are conditional upon receipt of satisfactory reference checks.

References will be checked prior to a candidate being issued with an offer of employment.

Reference checks shall be carried out in a fair and consistent manner, and where there is more than one candidate for a particular position, the same person shall conduct all reference checks related to that position.

For positions that require a criminal reference check, candidates will be required to obtain a criminal reference check report from the local police service at their own expense, and to provide that report to the hiring supervisor prior to receiving an unconditional offer of employment.

Criminal records will not necessarily disqualify a candidate from receiving an offer of employment. However, where this is a bona fide occupational requirement, the nature and circumstances surrounding the criminal record will be evaluated in light of the following factors:

- The specific duties and responsibilities of the job in question and the relevance of the criminal record to the position.
- How long ago the conviction/crime occurred.
- Any efforts taken by the individual to rehabilitate him/herself.
- The risk posed to library members, other staff, organization property.
- Any other considerations mandated by legislation.

Employment reference check records and/or any criminal record information shall be kept in a confidential, secure file.

PURPOSE:

Employment, and where applicable, criminal reference checks provide valuable information about a candidate's qualifications, experience and suitability for a vacancy and help to minimize potential risks associated with the employment process.



RESPONSIBILITY:

Candidates: are responsible to provide at least three (3) employment references and contact information and to ensure that the referee is given permission to communicate with the employer about the candidate's work history.

Where necessary, it is the candidate's responsibility to provide the employer with a current criminal reference check from the local police service, at his/her own expense.

DEFINITIONS:

"Employment references" are supervisory contacts from a candidate's previous place of employment.

"Criminal reference check" is a report from a local police service or a criminal background checking service.

"Criminal record" means a conviction for a federal offence for which a pardon has not been granted.

PROCEDURE:

In most cases, reference checks shall be conducted as a final step in the selection process, but in all cases, prior to making an unconditional offer of employment, unless waived by the Board.

Reference checks shall be conducted in a fair and consistent manner as follows:

- a) The referee shall be contacted by telephone (where possible) or by email.
- b) The reference checker shall introduce him/herself, state their position, the candidate's name and a description of the position being applied for.
- c) The reference checker shall verify the key information given by the candidate regarding his/her employment with the referee.
- d) The referee shall be asked to expand on areas which require more information or shall be asked specific questions regarding the candidate's suitability for the position.
- e) The reference checker shall thank the referee for their insight and ask if he/she can be called again if any further information is required.
- f) The reference checker shall keep detailed notes of the conversation, recording both questions, answers, the name and title of the referee and the date of the interview.

The reference checker shall maintain a record of all reference checks for a period of one (1) year in a confidential HR file. Those reference checks for candidates not hired will be destroyed in a secure fashion at the end of that period.



Candidates who are subject to a criminal reference check shall be given written notice of the requirement, outlining the need for it, along with a deadline to provide the criminal reference check. The results of such criminal background check shall be reviewed prior to the candidate receiving an unconditional offer of employment.

If there are any concerns about a particular candidate, the file shall be discussed with a Board designate to determine the candidate's suitability for the position. ♦

