

About This Document

owner	HR
access & use	Hiring Managers & HR
what it is	Email script for obtaining reference provider names and written consent from candidates to conduct reference checks
who uses it	HR and Managers
used with	<i>Reference Checking Guide</i>

Introduction

It's Company practice to obtain written consent from the candidate prior to conducting reference checks. There are three reasons for this:

- ◆ In some jurisdictions, reference providers require a waiver from the candidate before they will divulge information about a former employee. If the reference provider for the candidate happens to be in one of those jurisdictions, you will need to provide evidence of consent before conducting the reference check.
- ◆ It mitigates legal risks for the Company when conducting reference checks.
- ◆ Reference providers are much more likely to be forthcoming if they know the candidate has provided written consent.

If you require support or guidance related to using this script or checking references, please contact CUSTOMIZER: Insert the title of the contact (not the name). Example: the HR Manager.



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**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

We ask you to respond to this email in two ways:

1. Send us reference names and information regarding each reference provider; and,
2. Provide your consent in writing for us to conduct reference checks.

Read on for details on what to include in your response.

1. Reference Providers

We ask you to provide us with at least one reference for **each** of the following categories.

- ◆ Direct manager
- ◆ Peer
- ◆ Direct Report
- ◆ Strategic Partner
- ◆ Customer

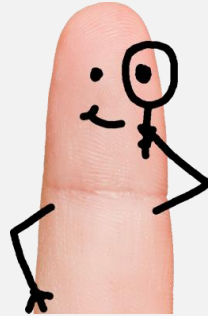
("Reference Providers")

We do not accept personal references or reference letters. Individuals listed as Reference Providers must be people you have worked with previously, and we prefer they be from the most recent period of employment available. To avoid delays, and in case we are unable to reach one or more of your Reference Providers, you may provide more than 1 reference for each of the 3 categories listed above.

We ask that you copy, paste and complete one table below for each Reference Provider (minimum 3 tables) and ensure the contact information given for each Reference Provider is current and accurate.

Reference #1

Type of Reference	(EDIT TO REFLECT BULLETS UNDER "REFERENCE PROVIDERS") eg: Direct Manager, Peer, or Direct Report
First and last name	
Phone number	
Email address	
Contact restrictions	E.g., Call at home, evenings only
Your title when you worked together	
Reference Provider's title when you worked together	



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1. *The Company understands that contacting anyone from my current employer is not allowed without my written consent.*
2. *With the exception of paragraph (1), I hereby authorize any person, educational institution, or organization to disclose in good faith information related to my work history, whether positive or negative, and may include job performance appraisals/evaluations, salary history, disciplinary action(s), if any, and all other matters pertaining to my work history.*
3. *I understand that reference checks may include requesting feedback regarding my behavioral competencies, so as to ensure a suitable fit with the Company.*
4. *I understand that reference checks may include contacting individuals who worked with me outside of previous employers, such as strategic partners or customers.*
5. *I understand that the Company may conduct reference checks using an online survey tool to capture responses.*
6. *I understand that the Company may confirm or obtain work-related information about me from online sources that are available to the general public.*
7. *If the Company is requested to do so, I give permission to the Company to forward this consent email to reference providers, including the Reference Providers listed below.*
8. *I agree to hold harmless the Company and its subsidiaries, affiliates, officers, employees, representatives, and agents from any claims, damages, and liabilities, arising from or relating to the release of truthful information provided by reference providers, including the Reference Providers listed below.*
9. *I further agree to hold harmless the reference providers, including the Reference Providers listed below, their organizations and their subsidiaries, affiliates, officers, employees, representatives, and agents from any claims, damages, and liabilities, arising from or relating to the release of truthful information.*
10. *I understand that any offer of employment from the Company is contingent upon the Company being satisfied with the references obtained.*
11. *This reply email from me is and will remain as effective a consent and release as if it included my original signature.*

(INSERT CANDIDATE LEGAL NAME AND ADDRESS)