

## About This Document

<b>owner</b>	HR
<b>access &amp; use</b>	Hiring Managers & HR
<b>what it is</b>	Email script for obtaining reference provider names and written consent from candidates to conduct reference checks
<b>who uses it</b>	HR and Managers
<b>used with</b>	◆ <i>CR-ALL-2805-R. 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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### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

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

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

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*I confirm that I have applied for a position with **CUSTOMIZER: Insert Legal Company Name** (“**the Company**”) and give my permission to the Company to conduct reference checks with reference providers, including Reference Providers listed below and I confirm that they may respond truthfully. The following consent is contingent upon reference questions and answers being lawful, truthful, and relating specifically and only to my previous work and work performance.*

- 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.*

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