

LBCC Human Resources

Reference Checking Guidelines

Reference checking is an essential part of the selection process. References provide valuable information about a candidate's performance, helps you rank candidates, and assists in making your final decision. After completing all interviews and prior to making a final hiring decision, check the references of the final candidate(s).

Please note the following recommendations:

- The hiring supervisor should make the reference calls. Plan the reference calls carefully. Do not ask anything in a reference call you can't ask in an interview. Prepare reference questions in advance.
- If the reference is reluctant, explain that the candidate has authorized the college to collect job-related information from references as part of the application process. At the least, most references should be willing to verify the information provided by the candidate on his/her resume and application.
- One of the most important questions to get answered is if there is any reason the employer would not rehire the individual.
- It is recommended that any known or obtained reference information not be shared prior to the finalist's interview; rather, it should be discussed after the interviews have been completed.
- All reference information must be retained for two years with the other recruitment and interview notes and materials.
- If desired, contact HR for assistance with planning reference calls.