

203 Employment Reference Checks

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Purpose: To assist in assessing candidates' experience and qualifications for employment. To provide fact-based references to other potential employers. To protect the privacy of our employees while providing information authorized by the employee.

Reference Checks - Recruitment

Pine Haven Christian Communities is committed to hiring individuals who are well qualified, have strong potential to be productive and successful, and will provide quality care to our residents. Pine Haven will conduct reference checks on candidates prior to extending an employment offer. The Human Resources Department is responsible for ensuring that consistent and thorough reference checks are completed.

Reference Checks – Current or Former Employees

The Human Resources Department will respond to all reference check inquiries from other potential employers. A Manager or Supervisor may respond to a direct request for a reference if the potential employer uses the same online vendor utilized by Pine Haven. The Human Resources Department will provide reference information after a written request, including a signed authorization from the current or former employee, is received. Responses will follow fact-based referencing guidelines and applicable Federal and State laws and may include:

- Job Title
- Dates of Employment
- Corrective Action within 12 Months
- Reason for Separation (former employees)
- Manager's Final Evaluation (former employees)
- Eligibility for Rehire