



## 2.2 Reference Checking Policy

### Intent

The employer has adopted this policy to ensure that the highest quality candidates are selected for employment. The employer will perform reference checks for all potential candidates regardless of their seniority and it will include education verification and employment history.

### Scope

This policy applies to all candidates for employment who have successfully completed the company's interview process and where a conditional offer of employment has been made. This policy may also be applicable to those employees applying for transfer or promotion within the company.

Unionized employees shall adhere to their current Collective Agreement for policies governing reference checking. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

1. Candidates applying for employment must go through the defined selection process to assess their knowledge, skills, abilities and experience. Management will assess the candidate's experience and skills to perform the duties of the position for which they are applying, as well as the intangible factors which will lead to the best possible hire.
2. Before any candidate can be approved for hire, two successful reference checks from previous direct reports must be conducted by the hiring manager.
3. A company standard reference check form is to be thoroughly completed. Reference check questions will be consistent across the company, employment related and specific to each position.
4. The hiring manager will be required to document in detail all conversations that occur during the reference checking process. These notes will be maintained in the candidate's personnel file.
5. Questions pertaining to the following characteristics as determined by provincial human rights legislation are strictly prohibited: Race, religion, gender, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

If it is determined that the candidate has supplied falsified information, or misrepresented the facts on their resume or during the interview and reference process, the candidate will be immediately disqualified from consideration for employment. Documentation reflecting the incident should be put in the candidate's file for future reference should they re-apply for a position with the employer.