



Employment Reference Check Policy

Effective Date: Immediately

Introduction

CIEE is committed to recruiting the best qualified persons who can effectively contribute to CIEE mission and strategic objectives. We believe that employment reference checks are a valuable tool and key element in the recruitment and selection process.

Policy

This policy applies to all CIEE full and part-time positions in the USA and abroad (Seasonal and temporary roles will not be governed by this policy). Country laws and regulations will prevail in the processes of reference and background checks for international roles.

During the final stage of the recruitment process, finalists will be asked to provide professional references from former employers. CIEE will contact employers to verify and validate information provided during the recruitment process to ascertain suitability for employment. All reference checks will be conducted in accordance with federal and local laws and regulations.

Guidelines and procedure:

1. Authorization:

- Reference check requirements will be stated in all job descriptions and job applications.
- The hiring manager must receive written authorization from the candidate before completing the reference check.

2. Timing:

- Reference checks are to be conducted before extending the verbal offers. In some cases, reference checks can be completed concurrently with the final interviews. Reference checks should be completed within 1-3 business days.

3. Reference Sources:

- Candidates must provide at least three professional references, including 2 previous direct supervisors, and the most current supervisor (if possible). The Referees will be contacted upon receipt of the written consent form.
- The finalist's current supervisor can be contacted when the Hiring Manager (HM) is ready to extend a job offer.
 - i) A conditional offer can be made before contacting the current employer, provided the two references from former employers are positive.

4. Reference Check Process:

- HM informs TA Specialist that they are ready to make a verbal offer.
- TA Specialist sends electronic authorization to obtain consent to contact referees.
 - i) HM will be emailed the completed authorization form (including referee contacts) and the form with the question to be used during the call.
- HM will conduct reference calls and summarize key findings in the provided form.
 - i) Any inquiry beyond the suggested reference questions must be specific to the job duties.
 - ii) Completed references will be stored in ADP.

5. Confidentiality:

- All information obtained during reference checks must be treated confidentially.
- Reference checks should only be shared with individuals directly involved in the hiring process (HM or HR personnel).