



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Catherine Truitt, *Superintendent of Public Instruction*

WWW.DPI.NC.GOV

Reference Checks Guidelines

Policy

Satisfactory reference checks are a condition of employment for new employees hired by the North Carolina Department of Public Instruction. The signed application authorizes the Department Hiring Manager to request information pertinent to the candidate's employment and education. Even if the applicant indicates on the application form that the current employer should not be contacted, the Hiring Manager should advise the applicant that contact for a reference will need to be made if they are selected for a job offer.

Procedure

The Reference Check Form is used for documenting reference checks. Three (3) reference checks are required for candidates working outside of DPI. Two (2) reference checks are required for candidates currently working within DPI.

The Hiring Manager is required to conduct reference checks on the selected candidate and to comply with the following guidelines when conducting reference checks. The Hiring Manager must:

- Confidentially maintain pre-employment reference data (N.C. General Statute 126, Article 7).
- Ask only job-related questions and avoid questions about any individual's race, sex, color, religion, national origin, disability, age or any other matter not directly related to the requirements of the position to be filled.
- Coordinate closely with the applicant before making any reference check with his/her present employer.
- As feasible, conduct a reference check directly with the applicant's immediate supervisor.
- Ask the same questions about each applicant for whom references are checked.
- Document the name of the telephone reference source, telephone number and the date of the contact.

Some organizations only verify employment dates and job title and/or will only verify in response to a written request. The reference check form is designed for either telephone or mail use.

Obtaining Employment Reference Information for Internal/Transfer Candidates

The Hiring Manager may request a copy of the last performance appraisal of any current Department employee who has applied for a transfer to your position. This request should be directed to the candidate's supervisor (if possible) or the HR Employee Relations Manager/HR Director.

The Hiring Manager may also directly contact the applicant's current supervisor (or supervisor from previous DPI employment). Contacted supervisors are asked to provide direct, honest evaluations of the candidate's work performance to DPI Hiring Manager.

Giving Reference Information on Current or Former Employees

DPI Managers/Supervisors are not required to provide reference information for current or former employees that are seeking employment outside the Department. If you are contacted for reference information on a former/current employee, keep references limited to verifying requested information. Certain information is designated as public and it can be provided legally to anyone. However, other information is considered confidential and may only be shared with those authorized to obtain it and only with written authorization by the current or former employee.

DPI Human Resources
Revised: 07/2018

HUMAN RESOURCES DIVISION NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

6301 Mail Service Center, Raleigh, North Carolina 27699-6301 | (984) 236-2220 | Fax (984) 236-2347

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER