

PROCEDURE

Series: HR- Recruitment **COA:** HR 3, 3.01, 3.02, 3.06
CFOP:

Procedure Name: Employment References
Procedure Number: HR 2207
Reviewed Date: 1/19/2013, 12/1/2015
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Applicable to: All the Family of Agencies (FOA) Staff, Applicants, Independent Contractors, Temporary Employees, and Interns

PURPOSE: As a part of the background verification process, the Brevard Family Partnership FOA conducts pre-employment reference checks on all final candidates being considered for employment with the FOA. The BFP FOA is committed to ensuring, to the best of its ability, that candidates selected to join the organization have the required experience and are suitable to work with our children and families.

References: HR-2205 Recruitment and Selection, HR-2206 Interview Process, HR-2208 Education, Licensing & Credentialing, HR-2209 Background Screenings

Definitions

PROCEDURE:

Staff and Interns

1. Pre-employment references must be collected in order for a job candidate to be extended a formal offer of employment with the BFP FOA. Sufficient references must be obtained to verify the candidate's employment history, position, and dates of employment as provided on the employment application.
2. Pre-employment reference checks are conducted by Insperity or designee. If a reference check cannot be obtained, the candidate will be asked to provide documentation that may be available to support the employment period in question such as annual W-2 earnings or letters confirming employment. If a reference check cannot be completed, documentation of the unsuccessful attempts will be required. If employment references cannot be verified, the candidate may be eliminated from consideration.
3. Ideally employment references will cover up to the last seven (7) years of employment or the number of years of employment if less than seven (7). If an applicant has been with one organization for the last seven (7) years or more, this one reference will satisfy the employment reference requirement.
4. Pre-employment reference checks will only cover job-related questions. General inquiries on overall attendance/dependability may be made, but in no case should an inquiry be made about an applicant's health.

5. Pre-employment reference checks are included in the employee's personnel file.
6. In the case of an internal candidate, the supervisor who signed the in-house application form is attesting to the fact that the employee minimally meets the stated minimum qualifications for the position, is not on a disciplinary action and is qualified to apply for the position. In this case, a pre-employment reference check will not be completed as it was done during the initial hiring process.
7. The hiring manager may request to schedule time with the Human Resources Manager or designee to review the internal employee's personnel file. In this case the file can be reviewed in the presence of the Human Resources Manager or designee at a mutually convenient time.
8. Reference checks obtained on applicants extended an offer who decline or who are not offered employment with the FOA will be maintained with the applicant's employment application and retained in accordance with the Records Retention Procedure.

Independent Contractors (Temporary Staff)

1. Occasionally temporary staff is placed with the BFP FOA for specific project work or to fill in while a position is vacant.
2. Candidates who are presented and placed at the BFP FOA by the staffing firm are not employees of the BFP FOA but must meet minimum standards required for criminal background checks and clearances.
3. All candidates presented by staffing companies are interviewed by the staffing firm and tested for specific skills if applicable.
4. The staffing firm also conducts minimally two (2) employment references on candidates sent for consideration and may also conduct criminal background screenings. The employment references are made available to the Agency and with the approval of the temporary employee, the criminal background report is also provided.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



MR. PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: [1/18/2020](#)