



Personnel Practices Audit: Reference Inquiries

Answer these questions about how you field inquiries from other employers about your former workers:

1. When hired, are all workers asked to sign a consent-and-release form that gives your company the right to respond truthfully to potential employers' inquiries and waives any legal claims of the workers that may arise from giving references?
 - Yes
 - No

2. Do you have one person on staff who is responsible for handling reference inquiries?
 - Yes
 - No

3. Do you always check the identity of the person requesting a reference about one of your former employees?
 - Yes
 - No

4. Before providing information, do you ask the reference checker to send or fax you the employee's authorization to contact you for a reference?
 - Yes
 - No

"No" responses indicate that a former employee could charge you with violating their right to privacy.