References

Ruth Seddon HR

Giving References

- Have a clear policy - ideally one person in HR is responsible
- Make sure everyone knows and applies the policy
- You do not have to give a reference at all, but it could harm the applicant if you don't
- You can just give basic facts of employment dates etc
- If you do give factual reference only, say it is policy so you don't harm the applicant
- You do not have to fill in the questionnaire sent to you, or you can ignore some of the questions
- Be careful to state facts and not opinions, be sure there is evidence to support your statements
- Sickness or absence data can only be supplied with the explicit consent of the employee

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Key Points

- The reference must not be misleading, it must be accurate and balanced
- You cannot judge whether an employee is suitable for the new job, so do not say they are
- Mark it private and confidential and add a disclaimer:

This reference is given to be of help to you and in fairness to your proposed employee. It is given on the basis that we accept no legal liability and that you must rely upon your own judgement whether or not to proceed with your proposed employment of this individual. We trust you shall hold this reference in strict confidence.