


Reference Checking

	Louisiana Department of Health (LDH)	
	Policy Number	46.2
	Content	LDH Policy on Conducting and Providing Reference Checks
	Effective Date	January 29, 2015
	Inquiries to	Office of Management and Finance Division of Human Resources, Training and Staff Development P. O. Box 4818 Baton Rouge, Louisiana 70821-4818 (225) 342-6477 FAX: (225) 342-6892

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

Hiring and promoting the best possible employees are among the most important of all supervisory duties. Therefore, it is the policy of The Louisiana Department of Health to encourage hiring managers to conduct reference checks on individuals selected for employment. It is also the Department's policy to cooperate with other employers in providing factual, job-related information on current or former LDH employees upon request.

II. APPLICABILITY

This policy shall apply to all Offices within The Louisiana Department of Health.

III. IMPLEMENTATION

The effective date of this policy is January 29, 2015.

IV. RESPONSIBILITIES

It is the responsibility of the employing Office to assure compliance with the provisions of this policy.

Hiring managers are responsible for adhering to the guidelines within this policy when conducting reference checks on individuals selected for employment.

V. DEFINITIONS

Reference Checking – Reference is defined as the verification of work history, job performance and attendance with current and/or previous employers; verification of college degrees earned; verification of license or certification; and other verifications based on business necessity.

Job Performance – Job performance includes, but is not limited to, attendance (excluding absences covered by the Family and Medical Leave Act), awards, demotions (non-voluntary), duties, effort, evaluations, knowledge, skills, promotions, and official disciplinary actions.

VI. LEGALITY OF REFERENCE CHECKS

Supervisors should consider information learned from a reference check in making hiring decisions as long as the information is job-related, and not prohibited by discrimination laws that apply to interviewing. Supervisors cannot probe into marital status, age, disabilities, religion, race, national origin, veteran status and sexual orientation.

VII. CONDUCTING REFERENCE CHECKS ON SELECTED APPLICANTS

When conducting reference checks on applicants selected for appointment, supervisors shall use the LDH Reference Check Form (HR-12) and limit inquiry to the questions listed on the form. Completed LDH Reference Check Forms (HR-12) are to be placed in files not accessible to the public and retained for a minimum of three (3) years from the date of hire.

VIII. PROVIDING REFERENCES TO OTHER EMPLOYERS

Supervisors shall disclose only job-related facts that can be verified by documentation on file. Discussing an employee's private life, including disabilities or medical conditions, is prohibited. Reference information shall not be slanderous in nature or maliciously provided. Judgment statements concerning appearance, personality and personal traits should be avoided.

IX. CRIMINAL HISTORY RECORDS CHECKS

Refer to LDH Policy #47 - Criminal History Records Check of Applicants and Employees

X. DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary action up to and including dismissal.

XI. REFERENCES

LDH Policy #47 - Criminal History Records Check of Applicants and Employees

XII. REVISION HISTORY

Date	Revision
September 3, 2003	Policy created
January 29, 2015	Policy revised
December 4, 2019	Policy reviewed – no changes

