

**Buffalo & Erie County Public Library**

**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Requests for Employment Verifications & References**

**CHAPTER: X**

**SECTION: 6**

**EFFECTIVE DATE: 1/07**

**REVISION DATE: 9/10, Modified for the B&ECPL effective 1/1/15**

**I. STATEMENT OF POLICY**

All letters or phone calls from outside parties requesting employment verifications or references on current or former library employees should be forwarded to Human Resources.

**II. GUIDELINES**

**A. Employment Verification**

1. Generally, employment verification is requested when an outside organization wishes to verify that someone worked for or is currently working for the B&ECPL. An example of this would be a request for information to complete a mortgage request verification.
2. In this case, those authorized individuals responding to these requests should ask that the request be mailed or faxed to Human Resources.

3. Once it is received, the dates of employment, title, and salary can be provided.

B. Employment References

1. In contrast to employment verifications, requests for employment references usually include questions about an individual's job performance, work habits, etc., in addition to the basic information covered by an employment verification.
2. All requests for employment references on a current or former library employee must be referred to a supervisor for response.
3. It is the policy of the B&ECPL to only verify dates of employment and job title(s) held when responding to reference requests for individuals applying for job positions with outside employers.
4. Supervisors may be contacted by other supervisory staff within the B&ECPL for references on employees who are applying for another position within the B&ECPL.
  - a. In those instances, references may be given verbally or in writing.
  - b. Only those acting in a supervisory capacity should provide these references.
5. Anyone who is approached for a reference and is unsure of how to proceed should contact Human Resources.