

# - Roger Williams University -

## REFERENCES POLICY

### **PREFACE:**

Personal and Professional References are a regular component of the recruitment, hiring and exiting practices in the workplace and similarly at Roger Williams University (University). While references are an important part of the University's employment practices and culture, parameters need be established, both in the hiring and exiting process, to minimize personal and/or University liability as well as maximize the utility of references.

### **SECURING REFERENCES:**

No employee of the University is authorized to seek references on either prospective candidates for employment or current or former employees of the University except for the President of the University, the Executive Vice President and Vice Presidents of the University, the Dean of the School of Law, the Deans of the Schools, Colleges and University Library, the Director of Human Resources, the Manager of Employment or individuals specifically designated, with written notice to the Department of Human Resources, by those identified above. In securing references, it is important to focus on those individuals with a direct employment relationship with the individual under scrutiny and to focus on those attributes essential for success in the position. Investigating background profiles, beyond the direct reference provided, is strictly reserved for or under the direct guidance of the Office of General Counsel.

### **PROVIDING REFERENCES:**

No employee of the University is authorized to provide an employment reference to a prospective employer or recruiter *on behalf of or as a representative of the University* except for and only the President of the University, the Vice President of Human Resources and General Counsel or an expressly authorized representative of the University as formally designated by the President or his/her designee. References provided for anyone currently or formerly affiliated with the University that are outside of the parameters of this policy must be accompanied by an express disclaimer as follows:

“This reference is provided in my personal capacity based upon my knowledge of and professional affiliation with (Name). It is not provided or authorized by or on behalf of Roger Williams University.”

Failure to provide this disclaimer subjects the reference provider to disciplinary action by the University.

When references are requested, by individuals external to the University of any employee of the University, that employee shall refer to our policy and forward the request to the Department of Human Resources for verification of position(s) held, length of employment and other pertinent directory information only.

When references are requested by individuals within the internal managerial framework of the University, concerning employees seeking other positions within the university, the Vice President of Human Resources shall be consulted and a determination of the appropriate individual(s) to make disclosure and the information that may be disclosed will be provided.

**INDEMNIFICATION:**

References provided or secured outside of the parameters of this policy are not within the scope of employment of the provider/securer of references and/or background information, are not authorized, condoned or ratified by the University and do not reflect the University's position, practice or reference concerning anyone. References and background information provided or obtained in this fashion are personal to the provider/obtainer and all associated liability is personal to the provider/obtainer.

As the securing or offering of personal and/or professional references carries significant, potential liability for providing or obtaining information that may be misleading, inaccurate and in some cases legally actionable, all employees of the University must follow the policy, without deviation, in order to obtain indemnification from the University for and concerning the securing or providing of references. Failure to obtain indemnification means the individual is personally liable for their activity concerning the obtaining or providing of references and will not be provided legal representation in defense of their actions nor will any monetary judgments against them be paid by the University. Additionally, the University may take employment or civil action itself concerning the individual found in violation of this policy. (Please refer to the University's Indemnification Policy for more complete information on Indemnification)