

3.10 Employee Reference Checks

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to require employment references from all candidates applying for an administrative staff or management positions.

Procedure:

A minimum of three employment references will be required from all candidates applying for an administrative or management position.

Candidates will be responsible for supplying the correct reference contact information.

References will be contacted during the hiring process and before any offer of employment.

The Human Resource department reserves the right to request references from candidates other than administrative staff or management.