



## Directive on Reference Checks

<b>Department responsible:</b> Human Resources	<b>Approved by:</b>  _____ Director General
<b>Effective date:</b> January 1 <sup>st</sup> 2003	<b>Amended by:</b> September 9, 2009
<b>Reference:</b>	

### 1. Premises

- 1.1 [purpose](#) This directive sets the rules pertaining to the verification of references related to a candidate's previous employment prior to their hiring by the Board.

### 2. General principles

- 2.1 [mandatory step](#) The verification of references is a mandatory step in the hiring process of any employee for all positions, including temporary positions, available at the Board.

- 2.2 [local positions](#) For any local position, references shall be checked by the following persons:

- [teachers/  
regular sector](#) a) the School Principal is responsible for the teachers as well as for any other pedagogical position reporting to him that is hired locally for their school;
- [non pedagogical  
positions in  
schools](#) b) the Centre Director is responsible for the non-pedagogical support and non-teaching professional staff reporting to him that is hired locally in their community;
- [other positions](#) c) the immediate supervisor is responsible for all other local positions under his supervision.

- 2.3 [regional positions](#) The Human Resources Management Counselors are responsible for the verification of references for all regional positions;

The Human Resources Department may verify the references for other positions should the person normally responsible be in a conflict of interest or for any other valid reason.

### **3. Form**

- 3.1 [form](#) Any candidate applying for a position shall complete the consent form authorizing the School Board to obtain the relevant information.

The employee will only be hired after the verification procedure is completed.

### **4. Application of this directive**

- 4.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.

- 4.2 [responsibility](#) The Director of Human Resources is the person responsible for the application of this directive.