



## DOP Recruitment Services Guidance

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### Reference Check Guidance

Per Alaska Administrative Manual 100.120, it is the policy of the State of Alaska that hiring managers filling vacancies in the classified service will conduct an employment reference check on at least the applicant determined most qualified for the position being filled. Positions that require a background investigation in accordance with 13 AAC 85 are not subject to this policy.

#### Conducting Reference Checks

- An applicant authorizes the employer to conduct a reference check upon submitting application for a position in Workplace Alaska.
- At minimum, the hiring manager will conduct two employment-related reference checks on the applicant determined most qualified for the position. Be sure you talk to the current and/or former direct line supervisor and not co-workers. The hiring manager may serve as a reference if they have direct knowledge of the applicant's job performance and behaviors.
- For an applicant who is a current or former employee of the State of Alaska, and who has been determined most qualified for the position, as part of the reference check process, the hiring manager will also contact the Division of Personnel, Employee Planning and Information Center (EPIC) to obtain the applicant's two most recent performance evaluations, if available, and any other pertinent documents such as disciplinary memoranda.
- Don't delegate the task of checking references. Only the supervisor of the position should be conducting the reference check.
- Base your questions on your analysis of the job and keep them work related.

***Note: Example reference check questions are available from your agency Human Resource Recruitment contact.***

#### Providing Reference Checks

- State of Alaska Statute AS 09.65.160 (Immunity from Good Faith Disclosures of Job Performance Information) protects a reference when disclosing job-related information about a former employee, as long as the information is accurate and does not infringe upon the former employee's civil rights.
- State of Alaska Personnel Rule states, "An employee who is serving or has served as the direct supervisor of a current or former employee, or that supervisor's successor or designee, may disclose information about the job performance of an employee or former employee to a prospective employer of the employee or former employee, in accordance with AS 09.65.160. This disclosure may be from information that is open to public inspection or from the supervisor's successors, or designee's direct personal knowledge of the employee's or former employee's job performance."