

**Policy: 5.12****Employment Reference Checks****Purpose**

To ensure that Kansas City Kansas Community College (KCKCC) is recruiting and hiring the best qualified candidate to contribute effectively to the College, it is the policy of KCKCC to check references of all internal and external applicants.

**Policy Statement**

Employment references will be conducted by the hiring supervisor or a designee that has been preapproved by the Human Resources Department. The Human Resources Department will provide an approved reference check form to hiring supervisors. The completed reference check forms will be returned to the Human Resources Department to be retained with the entire hiring packet.

Revision Approved: 06/18/2019