

REFERENCE CHECKING

Mercer County Community College [Mercer herein] believes that hiring qualified individuals contributes to the overall strategic success of the college. Reference checks serve as an important part of the selection process. This type of information is collected as a means of promoting a safe environment and ensuring the protection of the people, property and information at the college. Reference checks also provide additional applicant-related information that helps determine the applicant's overall employability.

Reference checks are conducted on every job applicant, regardless of the position for which they are applying. This process is conducted to verify the accuracy of the information provided by the applicant. The degree of the reference check depends upon the position applied for. As part of this process, each prospective employee must submit at least three professional references. Verifications may include the following:

Education Verification – Mercer will verify all post-secondary degrees or high school diploma, if there is no post-secondary degree.

Employment Verification – Mercer will verify all prior employment within the past five (5) years.

Credentials Verification – Mercer will verify all job-related professional certifications and licenses.

Department Motor Vehicles Search – Mercer will obtain a drivers abstract for any individual applying for a position where driving is an essential function of the job.

Criminal Records Search – Mercer will conduct a criminal record search where mandated by law, required by programmatic need or affiliation agreement and for certain sensitive positions such as Security. Mercer recognizes that its need to investigate employees' criminal history must be balanced with the need to protect employees' privacy. Consistent with applicable state and federal laws, Mercer prohibits college employees and others from seeking, using or disclosing personal information except within the scope of their assigned duties.

The President shall be responsible for the implementation of this policy.

Approved: Board of Trustees
June 16, 2005