Reference Checking Policy

General

All temporary workers are to be reference checked before supplying to a client. The references received should provide a comprehensive assessment of each potential temporary worker's past employment history. We should aim to receive two references for each temporary worker.

Policy

References must be obtained for a six-month period immediately preceding date of registration with Saxon Chase.

In the event of unemployment during this period and/or inability to secure any employment references a minimum of two-character references must be gained from professional people who have a relationship exceeding two years with the applicant.

In the event of a break in the preceding six-month period, one character reference must be gained as per above in addition to employer reference(s). A temporary may be supplied to the customer with one reference obtained and others outstanding on the basis that:
- The reference obtained is satisfactory.
- The customer is informed and agrees to accept the temporary on that basis.
- Outstanding references are obtained within 10 working days from the date of assignment.

Certain clients may specify that we obtain references that exceed our standard requirements. E.g., they may state that any temporary workers supplied must provide references covering at least their last 5 years of employment. If this is agreed with the client, it must be always adhered to. This request should be recorded on the work order/terms and conditions of business.

If a client accepts that due to the nature of the work/working environment that our temporary workers will be placed in, only individuals with less than comprehensive histories will be attracted, then this must be recorded on the work order/terms and conditions of business.
At the interview stage, ask the interviewee the relevant details that will enable you to carry out an adequate reference check with ease.
Follow the methods listed below for obtaining references in the following order:

Verbal
Contact the last employer, show the phone number used and note the conversation comments relating to attitude, reliability, time keeping, honesty.

Fax/Email
To be used when a verbal reference is not available.

Postal
To be used when a verbal and fax reference is not available.

Written
This includes Records of Achievement or H. M. Forces discharge papers. This method is to be used when the interviewee does not have a work history and should be followed up by client references in support of the above.