



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability	Purpose	Revision/Issue Date(s)	Responsible Party	Pages
Personal Reference Checks / Verification of Previous Employment Policy & Procedure	All Employees	Provide the guidelines associated with providing personal references for terminated employees.	7/1/22	Associate Vice President Human Resources & Organizational Development	1

It is the procedure of the University to verify periods of employment and position title only for current and/or previous employment. All requests for verifications of current employment, or previous employment, should be directed to the Payroll/Business office at payroll@newhaven.edu.

Salary information is disclosed only with signed consent from the current or previous employee.

In order to avoid potential legal complications associated with providing references, employees should consult with a representative from the Human Resources Department prior to providing a personal and/or professional reference for a current or terminated employee.