

Aims Community College Procedure
Employee Services
Employment References

Aims Community College trustees, all full and part-time employees, and emeriti are not authorized to provide employment references (in any format, including written, verbal, or electronic) for current or former Aims employees without prior approval of Human Resources. This restriction includes recommendations on social media sites.

A. Employees Authorized to Provide Employment References

1. Executive Director/CHRO, Employee Services; Director, Human Resources; Director of Employee Relations, Human Resources.
2. Any individuals authorized in writing from the Executive Director/CHRO, Employee Services.

B. Written Consent Required

1. Authorized Aims employees will not provide any employment reference information without first receiving a consent form completed and signed by the Aims employee or former employee seeking the reference.

C. Job-Related Information

1. Only job-related information, including dates of employment, job title(s), and work location(s) will be provided.

This procedure applies to employment references for Aims employees or former employees only and is not intended to control student references provided by Aims employees.

Two exceptions may be allowed without prior approval of the designated HR employees noted above in Section A:

- a. Students who were student employees and
- b. Current employees who are applying for an internal Aims position.

Contact HR for the process and details.

Employees are encouraged to consult with Human Resources if they have questions or concerns about references.

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March 25, 2013

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Responsible Administrator: Executive Director/CHRO of Employee Services

Renumbered from 4-200H

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