



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 2015 EMPLOYMENT VERIFICATION AND REFERENCE REQUESTS

- 1.0 Oklahoma City Community College ("OCCC") may not disclose information about the job performance of a current or former employee to prospective employers without the consent of the current or former employee about whom information is being sought. In the absence of such consent, OCCC provides only dates of employment and job title.
- 2.0 VERIFICATION OF EMPLOYMENT:
 - 2.1 Employees must direct all requests for verification of employment to Human Resources. In response to verbal requests, Human Resources verifies only the fact of employment, job title, and length of service.
 - 2.2 Human Resources provides salary/wage verification only in response to a written request signed by the employee.
- 3.0 EMPLOYMENT REFERENCES:
 - 3.1 No OCCC employee shall respond to a written or verbal request for an employment reference unless the request is received through OCCC Human Resources.
 - 3.2 OCCC employees must forward to Human Resources all requests for employment references received from prospective employers outside OCCC.
 - 3.3 Upon receipt of a request for an employment reference, Human Resources will:
 - 3.3.1 Provide the job title and dates of employment of the current or former employee about whom information is sought; and
 - 3.3.2 Determine if OCCC has written consent from the current or former employee to disclose information concerning his or her job performance.
 - 3.3.2.1 If OCCC has written consent of the current or former employee, Human Resources forwards the reference request to the individual who has been named as a reference, indicating that a reference may be provided.
 - 3.3.2.2 If OCCC does not have written consent from the current or former employee, Human Resources informs the prospective employer that no additional information will be provided in the absence of the current or former employee's written consent.

Effective July 1, 2007