

STAFF HIRING AND EMPLOYMENT PRACTICES

Obtaining and Providing Employment References

USC References

The university operates as a single employer and has the right and responsibility to share with other university departments accurate employment information concerning the job history and performance of current or former staff employees. The individual responsible for gathering reference data on a staff job candidate must contact all of the candidate's previous USC supervisors and may contact others familiar with the individual's work performance or history. Former supervisors must provide this information to other USC departments and may not withhold any information related to performance. It is especially important that the communication between USC departments regarding work performance be accurate, candid and objective and include confidential employment data concerning a candidate's performance. If an applicant does not want his or her supervisor to know he or she is seeking a new position, an offer must be made contingent upon receiving an acceptable employment recommendation.

Non-USC References

It is the university's policy to provide minimal information to reference inquiries from non-USC entities for current or former staff employees. University Payroll Services is the only entity authorized to respond to employment inquiries or to engage the services of a third party vendor to do so on the university's behalf. In either case, only the employee's job title, most recent hire date, termination date (if no longer employed by USC), and total time with USC will be provided.

The individual responsible for gathering reference data on staff job candidates from non-USC entities must document the source of the data, the date of contact and summarize the information received. Applicants also may, on their own initiative, provide letters of reference to the hiring department.

Employment Verification

Any university staff employee (or former employee) may authorize the release of his or her own employment and income information (e.g., for purposes of credit evaluation) by providing to University Payroll Services or to the service provider engaged by Payroll Services a specific authorization to release the information to the institution requesting the information.

Questions regarding employment references should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus (323) 442-1010. Information about obtaining employment verification is available at the USC Payroll Services Web page at www.usc.edu/payroll or by calling USC Employment Verification at (213) 740-2742.

Issued by: Todd R. Dickey
Senior Vice President for Administration
University of Southern California

Date issued: February 1, 2006