

 <b>OhioHealth</b>	<b>POLICY &amp; PROCEDURE</b>	
<b>TITLE:</b> Employment References and Verification	<b>NUMBER:</b> OH.POL.HR-701.020	
<b>ISSUE DATE:</b> August 1, 2016	<b>EFFECTIVE DATE:</b> December 17, 2019	
<b>DEVELOPED / REVISED BY:</b> Human Resources		
<b>REVIEWED BY:</b> Human Resources Policy Committee Human Resources Executive Team Office of General Counsel	<b>DATE REVIEWED:</b> July 23, 2019 August 28, 2019 September 17, 2019	
<b>APPROVED BY:</b> Sr. Vice President of Human Resources		

### **SCOPE**

This policy is in effect for all OhioHealth entities.

### **PURPOSE**

To provide guidelines for associates to follow when there is a request for employment references or employment verification for current or former associates of OhioHealth.

### **POLICY**

All external inquiries for official OhioHealth employment references and/or employment verification must be referred to the TheWorkNumber, a trusted partner of OhioHealth, at 800-367-5690. TheWorkNumber will provide only the following information in response to a reference request:

- Job title
- Dates of employment

Requests for employment information other than those listed above should be referred to the HR Resource Center at 614-533-8888 or HRRC@ohiohealth.com. Information regarding salary will be released when the request is accompanied by the former or current associate's signed authorization to release such information.

Except as noted above, or approved by the Office of General Counsel or HR Vice President, individuals are prohibited from providing official OhioHealth employment references for current or former associates in any form (including written, verbal, or electronic). Personal references may be provided. However, personal references shall not include your OhioHealth job title or be on OhioHealth letterhead or email. Personal references should include a disclaimer such as the one noted below to indicate that the reference is your personal opinion:

“The information provided herein is my personal opinion. OhioHealth maintains a neutral reference policy whereby it confirms dates of employment and position(s) held. This information can be provided by TheWorkNumber at 800-367-5690.”