



Reference Checks - Guideline

New candidates, re-hired employees, and in some cases current employees applying for internal positions are required to undergo a reference check as a step in the recruitment process.

The WCB uses the reference process to confirm information provided by a candidate that it deems relevant to the position which the candidate is being considered for. This reference check ensures that we have made a good match of skills to the job and is a safeguard for both the prospective employee and the Workers' Compensation Board.

Process

During the interview candidates ideally will provide at least two direct supervisor references from the most current positions held; in some instances copies of performance reviews may be considered as an equivalency. Candidates may also be requested to sign a "Collection of Reference Information" consent form for the release of third party information.

The WCB may contact persons, organizations, and educational institutions provided by the applicant in order to collect job related information including educational history, employment history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or confirm qualifications for the position which the candidate is being considered for. All reference checks will be completed in confidence and the information gathered will be retained in confidence by the WCB.