



Standard Operating Procedures

Employee Recruitment & Interviewing

Accepting & Retaining Job Applications/Resumes

- ☐ Our company will only accept job applications and resumes when it has advertised or otherwise announced a job opening. Unsolicited applications will not be accepted. If the company receives an unsolicited application in the mail, it will be returned to the applicant along with a cover letter explaining the policy. (See FORM “A” attached hereto.)
- ☐ Where an individual seeks to apply in person, he/she will be advised of our company’s policy verbally and his/her application or resume will be politely refused.
- ☐ All solicited job applications/resumes will be retained for one (1) year from receipt and then discarded. When received, each application/resume must have its receipt date either written or stamped on the upper right corner of the document. All resumes will be kept in a single location, specifically _____. They will be reviewed periodically and expired resumes will be discarded.
- ☐ When the Company receives a solicited application, the Company will acknowledge its receipt with a reply letter which advises the applicant that his/her application or resume will only be active for three (3) months pursuant to Company policy. (See FORM “B” attached hereto.)

Interviewing

- ☐ When, during the recruitment process, the company has selected applicants to be interviewed for a particular job opening, each selected applicant will be notified in writing of the time, place and date of their interview (see FORM “C” attached hereto).
- ☐ The notification will also inform the applicant that he/she must sign and return (prior to the interview date) a release authorizing the Company to check his/her credentials and references. (See FORM “D” attached hereto.)
- ☐ If the applicant fails to return the release, he/she will not be considered any further for the job opening.
- ☐ Once the release has been returned, the interviewing manager/supervisor should review “Avoiding Discrimination in the Interviewing Process” chart provided and proceed with the interview using the “Interviewer’s Checklist” (also provided).

Reference Checking

- ☐ Once the release has been obtained, the applicant’s past employers and/or educational references will be contacted in writing using the appropriate form provided. (See FORM “E” attached hereto.) ***(Please note that this release is only intended to be used when the employer is doing the reference checking. If the employer is contracting with a third party to perform the check (i.e., private investigator, online background check service, etc.), a valid Fair Credit Reporting Act Release must be used.)*** This process can be performed either before or after the applicant’s interview. (Remember: you must check the appropriate type of reference on Form “E” indicating whether it is either an employment or an educational reference.)
- ☐ The responses to the reference checks will be forwarded to _____.
- ☐ No final decision on hiring an applicant will be made until the reference check has been performed.

PLEASE NOTE: If our company receives a request for a reference from a former employee’s prospective employer, all such requests must be directed to _____. Such requests must be submitted in writing on the letterhead of the organization seeking the reference. If the organization provides a signed release, similar to the release attached hereto as FORM “D” from the former employee, we will cooperate fully with the request for information. Otherwise, it is our company’s policy to provide only the following information: job title, job duties and dates of employment.

[TO BE RE-TYPED ON COMPANY LETTERHEAD]

[DATE]

[NAME OF APPLICANT]

[ADDRESS]

[ADDRESS]

Dear _____:

Thank you for your interest in our company. Unfortunately, we are not currently accepting applications for employment. Pursuant to company policy, we do not accept or retain unsolicited applications/resumes. Accordingly, we are returning your application/resume herewith.

You are encouraged to apply in the future should you learn by advertisement or other announcement that we are accepting applications.

Sincerely,

FORM "A"

[TO BE RE-TYPED ON COMPANY LETTERHEAD]

[DATE]

[NAME OF APPLICANT]

[ADDRESS]

[ADDRESS]

Dear _____:

Thank you for your application/resume. During the next few weeks, the company will be reviewing each of the applications/resumes it has received in response to its advertisement/announcement regarding the job opening to determine which applicants possess the necessary qualifications to warrant a face-to-face interview. If we determine such an interview is appropriate, you will be notified in writing as to the time, place and date of the interview.

You should be aware that you will only be considered for the job opening for which you have applied. Regardless of when or whether the job opening is filled, your application will only be active for consideration for **[optional: three (3) months]** from the date of your application.

After the **[three-month]** period has expired, you are encouraged to re-apply should you learn by advertisement or other announcement that we are again accepting applications in the future.

Sincerely,

FORM "B"

[TO BE RE-TYPED ON COMPANY LETTERHEAD]

[DATE]

[NAME OF APPLICANT]

[ADDRESS]

[ADDRESS]

Dear _____:

Your resume has been reviewed by company officials and we would like to interview you in person at [a.m./p.m.] on _____[day of week], _____[month], _____[day], _____[year]. Your interview should last for no longer than _____ [minutes/hours]. When you arrive at the company for your interview, please ask for _____[contact person] at the front desk.

Please note that I have also enclosed a release authorizing the Company to check your credentials and references. Kindly sign and return the release **prior to the interview date** noted above. If you fail to do so, you will no longer be considered for the job opening.

We look forward to receiving the release and meeting with you for your interview.

Sincerely,

FORM "C"

**RELEASE AUTHORIZING CHECK OF
APPLICANT'S CREDENTIALS AND REFERENCES**

I, _____ [applicant's name], have applied for employment with _____ [company name](hereinafter referred to as "Company") to work as _____ [job title]. I understand that in order for the Company to determine my eligibility, qualifications and suitability for employment, the Company will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institution I have attended about my education, training experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable) and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

I waive ____/do not waive ____ (initial only one) my right to see any written reference or other information provided by any employer or educational institution.

I agree not to assert any claims or causes of action of any kind against the Company, its agents, its employees, or any individual contacted by the Company, arising out of the Company's investigation. I further release and forever discharge the Company, its agents, its employees, and the individuals, employers or educational institutions contacted by the Company as part of its investigation, from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising from the Company's investigation of my credentials and references. I acknowledge that the Company has made no representations of any kind as to whether employment will be offered at the conclusion of the investigation.

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

DATED this ____ day of _____, 20__.

Witness

Applicant

FORM "D"

AUTHORIZED EMPLOYMENT REFERENCE INQUIRY

Applicant's Name: _____

Social Security No: _____

Please complete the reference section checked below.

<input type="checkbox"/> EMPLOYMENT REFERENCE							
Dates of Employment		Please Rate the Following:	Outstanding	Above Average	Average	Below Average	Description of Duties
Employed from	To		Ability				
Job Titles & Pay Rates			Quality of Work				
			Quantity of Work				
			Conduct				
			Attendance				
First Job Title	Pay Rate						
Last Job Title	Pay Rate						
Reason Applicant is No Longer with Your Company or Institution						Eligible for Re-Hire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
						Comment:	
Name of Reference		Title	Company or Institution Name			Date	

<input type="checkbox"/> EDUCATIONAL REFERENCE		
Name of School	Did the Applicant Attend the School? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did the Applicant Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Degree or Highest Grade Completed	Grade Point Average	Course of Study/Major
Academic Honors/Achievements/Activities		
Was the Applicant ever disciplined, suspended or expelled? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. (Attach additional sheets if necessary.)		
Please comment on the Applicant's performance and behavior while attending school and your opinion as to the Applicant's potential for success. Please state the facts on which you base your opinion. (Attach additional sheets if necessary.)		
Name of Reference	Title	Date

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