REFERENCE CHECKS

PURPOSE

1. This directive outlines the process for obtaining reference checks for Government of Nunavut (GN) competitions. Properly conducted reference checks result in the collection of quality information about the capability, suitability, and employment record of candidates and provide an opportunity to verify information provided by the candidate during the interview process.

APPLICATION

2. This directive applies to all candidates for GN positions.

VALUES/GUIDING PRINCIPLES

3. This directive is guided by the following values:
   - *Aajiiqatigiinniq* - decision making through consensus; and
   - *Piliriqatigiinniq/Ikajuqtigiinniq* - working together for a common cause.

DEFINITIONS

4. **Candidate** is a person who has successfully completed all steps of a competition with the exception of the reference checks.

5. **Selection Committee** is a panel usually consisting of three people, one of whom is the Staffing Consultant, who conducts a competition to hire a GN employee.

6. **Staffing Consultant** is the GN employee who is delegated to lead a staffing competition and who obtains the reference information from referees.

PROVISIONS

7. Prior to a job offer being made, three references must be obtained by having the candidate complete the Reference Release form. Current GN employee candidates must provide two references.

8. One of the references must be the current supervisor. Each referee must have supervised the candidate for a reasonable amount of time which will be at the discretion of the Selection Committee.
9. A Selection Committee may accept another referee in place of the current supervisor where the candidate can provide evidence that such a measure is necessary for reasons such as the current supervisor being unable or unwilling to provide a reference or in order to avoid bias.

10. A job offer will not be made to a candidate unless a Staffing Consultant receives three positive references in the case of a new employee or two positive references in the case of a current GN employee.

11. A member of the Selection Committee may not serve as a candidate’s referee except in exceptional circumstances. If a member of a Selection Committee provides a reference for a candidate, he or she must not be involved in the final hiring decision.

12. Candidates should advise their referees that referees will be contacted to complete the reference checks within ten (10) working days. If a referee is unavailable within the ten (10) days, or for NTA positions the time selected by the hiring panel, the Selection Committee may:
   a. Provide an extension to the candidate
   b. Provide the candidate the opportunity to provide an alternative referee
   c. Proceed to the next candidate

13. Although a Staffing Consultant is responsible for conducting all reference check interviews, any member of the Selection Committee may participate in this process provided that their availability does not delay the Staffing Consultant from obtaining a reference check.

14. A Staffing Consultant must inform a referee that the fact based information given about the candidate is subject to the Access to Information and Protection of Privacy Act (ATIPP) and may be viewed by the candidate. However, information that is evaluative or opinion based may be held in confidence and not released to the candidate.

15. Any evaluative or opinion information which is collected concerning a candidate from a referee in confidence must be marked as “ATIPP s.22 exempt” and kept in a sealed envelope clearly marked “Confidential pursuant to ATIPP”.

16. A Staffing Consultant must:
   a. Ensure all the information obtained in a reference interview is documented on the Reference Check form;
   b. Inform the Selection Committee of the results of the reference check interviews; and
c. Place the completed reference check forms in a sealed envelope and attach them to the candidate’s resume, ensuring that any information taken in confidence is clearly marked to ensure it will not be released in an ATIPP request.

17. If a candidate’s references are unsatisfactory, a job offer will not be made and the Selection Committee will consider the references from the next suitable candidate.

AUTHORITIES

18. Public Service Act

19. Access to Information and Protection of Privacy Act

20. Public Service Regulations

CONTACTS

21. For further information or clarification, please contact:

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