

Requests for References

Policy/Procedure

For employee protection and that of the college, there are certain guidelines that employees should follow in writing or giving references for others. If a co-worker personally asks an employee to write a recommendation, the employee should tell the person that they will provide a personal reference but that it cannot be on Dickinson College letterhead. If they want an official Dickinson College reference, refer them to HR Services. Note: all requests for information about an employee or former employee of the college from someone other than the person on whom the reference is being given must be referred to HR Services for action.

Related Information

History/Revision Information

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Also Found In: Dickinson Employee Handbook Revised October 2016