



Reference Check Guidelines for Staff

These are the recommended reference questions for UMass Boston finalists. They are intended to be a guide and can be modified to meet the needs of the department and the position. Remember to give the finalist advanced notice that you will be checking his/her references. Use these guidelines when you are conducting all telephone reference checks (It is recommended that you check three references, at least one of which is a work reference), whether the finalist is an internal employee or an external applicant:

- Introduce yourself and state the purpose of your call
- Confirm that it is a convenient time to talk
- Briefly describe the position for which the applicant has applied
- Confirm the relationship between the person giving the reference and the applicant
- Verify basic duties such as job title, duties, general timeframe, salary

SAMPLE REFERENCE CHECK QUESTIONS

Candidate's Name: _____

Reference from: _____

Reference Title: _____

Organization: _____

Phone number: _____ Date: _____

1. What was the nature and length of your relationship with the candidate?
2. What was the candidate's job title?
3. What were the main job duties or responsibilities of the candidate's position in your organization?
4. Did the candidate supervise others? If yes: How do you think they would describe his/her management style?
5. How do you think co-workers would describe the candidate?
6. What are the candidate's strengths?

Reference Check Guidelines

IM Harris



Reference Check Guidelines:

The Complete Reference Checking Handbook Edward C. Andler, Dara Herbst, 2003 Studies have shown that more than half of all job applications lie on their resumes and the factors involved in reference checking have become even more complicated This guide shows how to weed out poor employees before they get in the door *The Study Guide for the HR Knowledge Exams* Bob Delaney, Adv. Dpl., BA (Econ.), PME, Ian Turnbull, BA, MBA, 2022-11-17 THE Study Guide for the CHRP and CHRL exams in Ontario With 20 years of HR exam prep experience we have helped over 20 000 HR Professionals get certified We are Canada s original supplier of HR study guides specifically designed for the Ontario HR Certification Exams Our Study Guide has been reviewed and approved by numerous recognized Ontario institutions Mandated Benefits 2017 Compliance Guide The Balser Group, 2016-12-21 Mandated Benefits 2017 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with all benefits related regulations It covers key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives across all industries Mandated Benefits 2017 Compliance Guide includes in depth coverage of these and other major federal regulations PPACA Patient Protection and Affordable Care Act HIPAA Health Insurance Portability and Accountability Act Wellness Programs ADA and GINA regulations FLSA final rule on white collar exemptions Mental Health Parity Act Executive Order 13706 Paid Sick Leave for Federal Contractors AAPs proposed and final rules Pay Transparency Act Mandated Benefits 2017 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance In addition Mandated Benefits 2017 Compliance Guide provides the latest information on Retirement Savings Plans and Pensions Pay Practices and Administration Life and Disability Insurance Family and Medical Leave Workplace Health and Safety Substance Abuse in the Workplace Recordkeeping Work Life Balance Managing the Welfare Benefits Package And much more **Mandated Benefits Compliance Guide 2016 W/ Cd** The Balser Group, 2016-01-04 Mandated Benefits 2016 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with all benefits

related regulations It covers key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives across all industries Mandated Benefits 2016 Compliance Guide includes in depth coverage of these and other major federal regulations Patient Protection and Affordable Care Act PPACA Health Information Technology for Economic and Clinical Health HITECH Act Mental Health Parity and Addiction Equity Act MHPAEA Genetic Information Nondiscrimination Act GINA Americans with Disabilities Act ADA Employee Retirement Income Security Act ERISA Health Insurance Portability and Accountability Act HIPAA Heroes Earnings Assistance and Relief Tax Act HEART Act Consolidated Omnibus Budget Reconciliation Act COBRA Mandated Benefits 2016 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don t s A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance Mandated Benefits 2016 Compliance Guide has been updated to include The latest trends in successful Ethics and Compliance Programs Information on the Department of Labor DOL proposed changes to the FLSA white collar exemptions The latest DOL guidelines on the determination of independent contractor status The new regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act PPACA specifically updates and new information on Summary of Benefits and Coverage SBC limits on cost sharing the employer shared responsibility pay or play requirements information reporting Forms 1094 and 1095 SHOP the small group market of the health care marketplace and the so called Cadillac Tax the 40 percent excise tax on high cost health plans The major revisions to excepted benefits under the Health Insurance Portability and Accountability Act HIPAA including limited wraparound benefits EAPs non coordinated excepted benefits and supplemental excepted benefits The reinstated Trade Adjustment Assistance TAA Information on the proposed definition of fiduciary and the Supreme Court s first ever ruling on fiduciary standards Expanded information about joint employer relationships An expanded section describing the employment application process information about the status of the Deferred Action for Parents of Americans and Lawful Permanent Residents DAPA and proposed changes to E Verify New material on proposed sex discrimination guidelines And much more

Mandated Benefits Compliance Guide 2015 Balser Group, 2014-12-01 Mandated Benefits 2015 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries Mandated Benefits 2015 Compliance Guide includes in depth coverage of these and other major federal regulations Patient Protection and Affordable Care Act PPACA Health Information Technology for Economic and Clinical Health HITECH Act Mental Health Parity and Addiction Equity Act

MHPAEA Genetic Information Nondiscrimination Act GINA Americans with Disabilities Act ADA Employee Retirement Income Security Act ERISA Health Insurance Portability and Accountability Act HIPAA Heroes Earnings Assistance and Relief Tax Act HEART Act Consolidated Omnibus Budget Reconciliation Act COBRA Mandated Benefits 2015 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance Mandated Benefits 2015 Compliance Guide has been updated to include The Dodd Frank Act creating an ethics training program and practices and trends Information on payroll cards and Federal Insurance Contributions Act FICA tip credit New regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act PPACA Updated requirements for certificates of creditable coverage excepted benefits under the Health Insurance Portability and Accountability Act HIPAA and transaction standards The revised model general and election notices as required under PPACA Qualified Longevity Annuity Contracts and definition of spouse per the Supreme Court ruling in *United States v Windsor* and updates to the Pension Benefit Guaranty Corporation s required premiums The payment of long term disability insurance by qualified retirement plans PPACA s effect on health reimbursement arrangements new information on the proposed 500 carryover of unused funds in health flexible spending arrangements FSAs and PPACA s effect on health FSAs new material on the effect of amendments to HIPAA s excepted benefit rules on Employee Assistance Programs and revised information on providing employee benefits to legally married same sex couples based on the Supreme Court s decision in *United States v Windsor* and the decision s effect on cafeteria plan mid year election changes New sections on no fault attendance policies and pregnancy and the Americans with Disabilities Act Information on the definition of spouse based on the Supreme Court ruling in *United States v Windsor* New material on the proposed Equal Pay Report *Recruiting, Interviewing, Selecting & Orienting New Employees* Diane Arthur, 2006 Recruiting Interviewing Selecting specific interview and reference questions to ask plus the ones to avoid and information on powerful new electronic recruiting strategies more effective orientation programs and more The book covers the entire employment process and includes hundreds of sample questions to use as is or adapt to your specific needs You ll also find a selection of targeted forms and checklists that will help keep your hiring initiatives humming along Jacket **Mandated Benefits 2020 Compliance Guide** Brustowicz, Delano, Gabor, Salkin, Wagner and Watson, 2019-12-23 Mandated Benefits 2020 Compliance Guide is a comprehensive and practical reference manual that covers key federal regulatory issues which must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely

describes the essential requirements and administrative processes necessary to comply with employment and benefits related regulations. Mandated Benefits 2020 Compliance Guide includes in depth coverage of these and other major federal regulations and developments: HIPAA Health Insurance Portability and Accountability Act, Wellness Programs, ADA and GINA regulations, Mental Health Parity Act as amended by the 21st Century Cures Act, Reporting Requirements with the Equal Employment Opportunity Commission AAPs final rules, Pay Transparency Act. Mandated Benefits 2020 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation. It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems. Throughout the Guide are numerous exhibits, useful checklists and forms and do's and don'ts. A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company's level of regulatory compliance. In addition, Mandated Benefits 2020 Compliance Guide provides the latest information on Family and Medical Leave, Substance Abuse in the Workplace, Workplace Health and Safety, Recordkeeping and Documentation, Integrating ADA/FMLA, Workers Compensation and Related Requirements, Significant Developments at the EEOC, Affirmative Action Plans, Retirement Savings Plans and Pensions, Pay Practices and Administration, Health Life and Disability Insurance, Managing the Welfare Benefits Package, Human Resources Risk Management. And much more. Previous Edition: Mandated Benefits 2019 Compliance Guide, ISBN 9781543800449. *Mandated Benefits 2019 Compliance Guide (IL)* Buckley, 2018-12-26. State by State Guide to Human Resources Law is the most comprehensive authoritative guide to the employment laws of the 50 states and the District of Columbia. It is designed to provide quick access to each state's laws on the expanding number of issues and concerns facing business executives and their advisors: the professionals in HR, compensation and employee benefits who work in multijurisdictional environments. This 1 guide to HR law in every state will help you to find accurate answers fast with our easy to use format and full citation to authority. Compare and contrast employment laws between states. Ensure full regulatory compliance and avoid legal entanglements. Get instant access to clear coverage of key topics including state health care reform initiatives, FMLA, same sex unions, workers comp and much more. And much more. State by State Guide to Human Resources Law 2018 Edition has been updated to include in depth coverage of the Supreme Court's recent same sex marriage decision and its implications for employment law. Discussion of three important Title VII cases involving pregnancy discrimination, religious discrimination and the EEOC's statutory conciliation obligation. Analysis of private sector employment discrimination charges filed with the EEOC during FY 2014 including charge statistics with a breakdown by type of discrimination alleged. Coverage of recent state and federal legislative efforts to prohibit employers from requiring employees and job applicants to disclose their passwords to social media and private e-mail accounts as a condition of employment. Discussion of the Supreme Court's recent PPACA decision and its effect on the federal and state health

insurance exchanges Update on the Domestic Workers Bill of Rights now enacted in six states Coverage of the growing trend to raise state minimum wage rates and to increase penalties for violations of wage and hour laws Update on workplace violence prevention efforts and related issues Coverage of state laws requiring employers to provide pregnant workers with reasonable accommodations including longer or more frequent rest periods And much more Previous Edition State by State Guide to Human Resources Law 2018 Edition ISBN 9781454883722 **Mandated Benefits Compliance Guide** The Wagner Law Group,2021-12-10 Mandated Benefits 2022 Compliance Guide is a comprehensive and practical reference manual that covers key federal regulatory issues which must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with employment and benefits related regulations **Smart Hiring: A Guide for the Dental Office** American Dental Association,2004 The Complete Idiot's Guide to Human Resource Management Arthur Pell,2001-07-01 You re no idiot of course You know that your employees are essential to your company s success But when it comes to training motivating hiring and firing them you feel like a few of the many hats you wear don t fit as well as they should Don t outsource your HR function just yet The Complete Idiot s Guide to Human Resource Management will simplify everything you need to know about the people business In this Complete Idiot s Guide you learn How to locate hire and retain the most qualified people for positions What you need to know about the law and regulations to avoid costly legal battles How to organize and administer an effective compensation and benefits plan Training tools and techniques to boost employee motivation and performance Reference Checking for Everyone Paul W. Barada,J. Michael McLaughlin,2004-02-21 Everyone s guide to protecting yourself from dishonest people by the nation s most respected reference check expert Unqualified hires abusive nannies delinquent renters dishonest contractors in today s dog eat dog world what readers don t know about the people they depend on can definitely hurt them Written in plain jargon free English by Monster com s reference expert Reference Checking for Everyone tells managers business owners HR professionals landlords administrators and even parents how to find everything they need to know about anyone Paul Barada covers every aspect of personal intel gathering with a wealth of easy to access information on Choosing the best employees tenants nannies service providers and other key people Navigating the complex legal issues includes a waiver form and lists of questions that can and cannot be asked legally Getting information quickly to avoid slowing down the hiring or rental process Exposing liars and dealing with dishonest candidates renters and others Obtaining in depth history even when confronted with no comment policies The Principal's Quick-Reference Guide to School Law Robert F. Hachiya,Robert J. Shoop,Dennis R. Dunklee,2014-04-10 Minimize site based risk while respecting the legal rights of students staff and parents Principals deal with complicated and potentially damaging legal issues every day and now there s an accurate accessible tool written in plain English that can give administrators the information they need to do their jobs while minimizing legal risk

Dennis R Dunklee and Robert J Shoop recognized school law experts provide additional programmatic guidance for other school district personnel management cues and risk management guidelines a comprehensive index additional references to landmark court cases coverage of the No Child Left Behind Act and information on state created danger and deliberate indifference This new edition helps school administrators quickly find important legal guidance for issues that include Staff selection and evaluation Student rights and discipline Special education and the reauthorized IDEA Copyright law Search and seizure Sexual harassment and sexual exploitation and many more This essential desk reference offers a straightforward resource on translating school law into practice and can be used as a day to day reference guide or a comprehensive overview of school law today

Ultraviolet disinfection guidance manual ,2003 **The Principal's Quick-Reference Guide to School Law** Dennis R. Dunklee,Robert J. Shoop,2006-04-05 The authors have taken a topic which could cover volumes and produced a concise easily understood desk reference which I have already used on the job Stephen Harding Principal Terry High School MS Minimize site based risk while respecting the legal rights of students staff and parents Principals deal with complicated and potentially damaging legal issues every day and now there s an accurate accessible tool written in plain English that can give administrators the information they need to do their jobs while minimizing legal risk While retaining the reader friendly format from their first edition Dennis R Dunklee and Robert J Shoop recognized school law experts provide additional programmatic guidance for other school district personnel management cues and risk management guidelines a comprehensive index additional references to landmark court cases coverage of the No Child Left Behind Act and information on state created danger and deliberate indifference This second edition helps school administrators quickly find important legal guidance for issues that include Staff selection and evaluation Student rights and discipline Special education and the reauthorized IDEA Copyright law Search and seizure Sexual harassment and sexual exploitation And many more This essential desk reference offers a straightforward resource on translating school law into practice and can be used as a day to day reference guide or a comprehensive overview of school law today

5 Steps to Legal Background Checks That Really Work Blr,2006 **Preventing Child Abuse and Neglect : a Guide for Staff in Residential Institutions** Sharon A. Harrell,Reginald Calvert Orem,1980 **The Complete Idiot's Guide To Managing People, 3e** Arthur Pell,2012-09-14 Tap the talent and get the most from your team The solution to every new manager s problems this fully updated and revised guide shows how to get the most and the best from one s staff and covers leadership team management delegation reward discipline systems and more New to this edition updated information on working with employees on goal and career management downsizing and laying off employees sexual harassment and EOE interviewing techniques and more Updated and revised with updates on layoffs sexual harassment interviewing and more Pell is an expert in his field with 50 years in HR and teaching experience

The Recruiters Guide Book Dakotta James Kianianthra Alex,2004-03 Recruiter s guide helps you to understand sourcing techniques headhunting diversity recruiting corporate

recruiting and successful agency placements Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support Noy S. Davis, 1998

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(upper) teeth ; 3: alveolar ridge. Chapter 2: Exercise J Chapter 2: Exercise J. Read the following passages in phonetic transcription. The first, which represents a form of British English of the kind spoken by ... A course in phonetics ladefoged 7th edition pdf answer key Dr. Johnson's research and teaching on acoustic phonetics and psycholinguistics is widely recognized. personal financial planning gitman Answers to exercises in ... Answer Key for Phonetics Exercises.docx View Answer Key for Phonetics Exercises.docx from LINGUISTIC 249 at Ivy Tech Community College, Indianapolis. Answer Key for Chapter 2 Phonetics Exercises ... Course in Phonetics Performance Exercise A Chapter 5. British English. American English. Untitled Document <http://hctv.humnet.ucla.edu/departments/> ... Phonetics Exercise Answers English Language Esl Learning Nov 29, 2023 — RELATED TO PHONETICS EXERCISE. ANSWERS ENGLISH LANGUAGE ESL. LEARNING FOR ALL AGES AND. READING LEVELS. • Go Math Answer Key • Herbalism Guide ... Phonetics Exercises—Answers, P. 1 Answer the following questions. a). What voiced consonant has the same place of articulation as [t] and the same manner of articulation as [f]? ...