

Policy Number: 02.063

Policy Title: References

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

References

Antioch College will respond to reference requests through the Office of Human Resources. The College will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Office of Human Resources. Only the Office of Human Resources may provide references.