Employment Reference Form

Submit completed form to Enrollment Services (E111).
Unless requested, please allow 5 business days to process.

Student’s/Graduate’s Name ___________________________ Student ID#: __________________

Phone #: __________________ Soc Sec # (last 4 digits): ___________ Date of Birth: ___________

(m/m/dd/yy)

Student/Graduate Instructions: Complete this form when requesting a Fox Valley Technical College staff member to be an employment reference. It is expected that you make contact in advance to discuss your request and receive permission by completing this form before listing the staff member as a reference. Without a completed form, staff cannot serve as a reference on your behalf. You are responsible for sending this completed form to Enrollment Services to be added to your record. You may want to make a copy of it for your records.

Staff Instructions: Staff who provide a verbal or written reference for a student to any employer must sign and date the authorization below, to confirm that he/she has agreed to be an employment reference. Written authorization is required only for references. The use of this form does not pertain to letters of recommendation by staff given to students or graduates for their use.

Definitions: These definitions may clarify the use of this form: employment reference – any employment related verbal or written communication completed by staff about a student/graduate at the request of and given directly to an employer; letter of recommendation – any employment related written communication completed by staff at the request of and given directly to a student/graduate.

FAMILY EDUCATION RIGHTS and PRIVACY ACT (FERPA)

FERPA, a public law since 1974, is intended to ensure students the right to inspect, review, and control access to student educational records maintained by education institutions. FERPA requires a signed release to submit educational records to a third party.

Authorization

I hereby authorize the staff listed below to provide information about my academic performance including classroom, lab performance, grades, GPA, attendance, and attitude, as well as job-related criteria, such as team work, productivity, and ability to work independently. I also hereby waive my right to review copies of information that may be provided.

I understand that I may revoke this authorization at any time by completing the Employment Reference Revocation Form (available at http://www.fvtc.edu/ses-students) and forwarding it to Enrollment Services (E111) to update my record. I understand all information released prior to receipt of revocation by staff of Fox Valley Technical College was authorized.

Staff name (please print) Date Staff signature
_________________________________________ ___________ ___________________________
_________________________________________ ___________ ___________________________
_________________________________________ ___________ ___________________________
_________________________________________ ___________ ___________________________
_________________________________________ ___________ ___________________________

Student’s/Graduate’s Signature: ___________________________ Date: ______________________
Employment Reference Policy

Policy
As defined by the 1974 Family Education Rights and Privacy Act (FERPA), it is the policy of Fox Valley Technical College that staff must obtain dated and signed written permission from students/graduates for verbal or written job references. This policy is supported by Fox Valley Technical College’s FERPA policy standards. It does not pertain to letters of recommendation given by staff to students or graduates for their use.

Definitions
- **Employment reference** – Any employment related verbal or written communication completed by staff about a student/graduate at the request of and given directly to the employer. Once the student signs the Employment Reference form, this gives staff permission to give an employment reference and becomes a part of the student’s record. This communication may be requested by the employer as a result of:
  - the student/graduate listing staff on employment related documents such as employment applications, reference sheets, or resumes;
  - the employer taking the initiative to contact staff even though they were not listed by the student/graduate on employment related documents. Staff need to be aware that if an employer makes a reference call, before a reference can be given, staff must check the student’s record for the positive employment reference form service indicator. Staff must ensure they are authorized by checking for their name in the comments area of the service indicator.

- **Letter of recommendation** – Any employment related written communication completed by staff at the request of and given directly to a student/graduate for his or her use. A completed Employment Reference Form is not required for a letter of recommendation because the letter is given only to the student/graduate and is therefore not part of his or her educational record. To clarify:
  - a letter of recommendation is always given to the employer by the student/graduate;
  - if staff send a letter to an employer, a signed release by the student is required because the letter is now by definition a written employment reference.

Rationale
- The ethical and legal principles of the Family Education Rights and Privacy Act must be applied to further the success of students and graduates in obtaining employment.
- The actions of staff have ethical and legal implications because all Fox Valley Technical College staff legally serve as potential employment agents for students and graduates.
- FERPA gives students/graduates who reach the age of 18 or who attend a post secondary institution a number of rights, including the right to exercise some control over the disclosure of information from their educational records.
- It is a violation of FERPA to release any information on students/graduates who have requested that their information remain confidential. This defines the need for written permission to release information.
- The completed form legally protects students/graduates, staff, and the College, as disclosing educational and personal information in the employment process could be discriminatory and unlawful without students/graduate written consent.
Procedures

- **Student**
  - Students/graduates will make contact with the staff member to discuss the staff member being a reference and receive their permission before submitting their name as a reference within a job application or other document.
  - Students/graduates must present a completed, signed, and dated form to the staff who has agreed to provide a verbal or written reference. The staff must sign and date the authorization on the employment reference form to confirm that he/she has agreed to be an employment reference. Without this form, FERPA prevents staff from sharing information about the student.
  - Students/graduates are advised to make copies of the completed form for their records.
  - Once the form is completed, the student forwards the original form to Enrollment Services (E111) to be processed so that this information can be added to their student record.
  - Unless otherwise requested, please allow 5 business days to process the Employment Reference Form.
  - Students/graduates can obtain a copy of the form from Student Employment Services (SES) or download it from the SES website at www.fvtc.edu/ses. This form is listed in the Quick Links area of the webpage.
  - To revoke a previously signed form, the student must complete the Employment Reference Revocation Form (available at [http://www.fvtc.edu/ses-students](http://www.fvtc.edu/ses-students)) and forward to Enrollment Services so that the information can be updated to their student record. If no instructor’s names are listed under the revocation area, **ALL staff authorizations will be revoked**.

- **Staff**
  - Staff must sign and date the authorization on the employment reference form to confirm that he/she has agreed to be an employment reference. Staff can then give a verbal or written reference, including student/graduate directory and non-directory information with the employer or other third party.
  - Staff must check the student’s record for the positive employment reference form service indicator.
  - Staff must ensure they are authorized by checking for their name in the comments area of the service indicator.
  - If staff is contacted as a reference by an employer or other third party and the staff member is NOT listed in the comments area of the positive employment reference form service indicator on the student’s record, staff is prevented by FERPA from sharing any information about the student/graduate. In this situation a suggested response is: “FERPA prevents me from sharing information about this student/graduate because he/she has not given me written authorization to be a reference.”

**Student/graduate directory information includes ONLY:**
- Student’s or graduate’s name
- Enrollment status (full-time or part-time)
- Plan of study (program)
- Dates of attendance (by term/semester)
- Telephone number
- Degrees (including dates)
- Academic honors and awards
- E-mail address (@fvtc.edu)
- Mailing address

**Student/graduate non-directory information:**
- Includes academic performance
- Includes information based on firsthand knowledge and, if possible, written documentation
- Does not include conjecture, personal information unrelated to the student’s/graduate’s qualifications for the job in question, or personal information (e.g. marital status, health, disability, race, religion, ethnicity, etc.) that by law should not be included in employment decisions, even if you believe that such information might enhance the student’s/graduate’s candidacy
  - Staff may assist students/graduates by giving them copies of the form or informing them of the Student Employment Services website at [http://www.fvtc.edu/ses-students](http://www.fvtc.edu/ses-students) to download the form.