

Guidelines for obtaining references in connection with recruitment

Chrome is recommended to access Emply Hire.

Consent

Obtaining references requires express, informed consent from the applicant for the position. The hiring manager must obtain consent from the applicant before contacting the relevant referee. This can either be done verbally or in writing by sending [this email](#) to the applicant.

For written consent:

1. Hiring manger (or manager or person authorized by the manager) logs into emply.
2. Find the candidate.
3. Open the “Documents” page at the candidate profile.
4. Click “New Document”.
5. Find relevant document from local drive and click “Open”.



Obligation to record

Once the consent has been given, the reference can be obtained. When obtaining references, the hiring manager should prepare a memo on the content of the information received.

For verbal consent:

1. Open memo.
2. Note that consent has been given along with the relevant date where the consent was given.
3. Find the candidate.



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4. Open the “Documents” page at the candidate profile.
5. Click “New Document”.
6. upload memo

It is important to draw up this memo and upload it under the candidate in the same location as the consent, because the applicant will have a legal right to access the memo.

For further legal information about the rules for obtaining and giving references, see:

https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hr/Rekruttering/Rekruttering/Obtaining_References.pdf