

# Employment Reference Form

www.fvtc.edu/FVTCforms



## 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: \_\_\_\_\_  
(mm/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.** You may want to make a copy of it for your records.

**Staff Instructions:** Staff who have agreed to provide a verbal or written reference for a student *to any employer* must sign and date the authorization below. The use of this form does not pertain to letters of recommendation by staff *given to students/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** for his or her use.

### 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 [www.fvtc.edu/FVTCforms](http://www.fvtc.edu/FVTCforms)) 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/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**.

Letter of recommendation – Any employment related written communication completed by staff at the request of and **given directly to a student/graduate** for his/her use.

### 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.

### Responsibilities

#### **Student**

- Complete top part of Employment Reference Form yourself. The form can be obtained from Employment Connections, Rm. E135, or download it from student forms and policies: [www.fvtc.edu/FVTCforms](http://www.fvtc.edu/FVTCforms).
- Ask staff if they are willing to provide a reference.
- Get signatures on the form from up to 4 staff who have agreed to provide a verbal or written reference for you. Without this form, FERPA prevents staff from sharing information about you.
- Give the original form to Enrollment Services (E111-near Entrance 10) to be processed.
- To revoke a previously signed form, the student must complete the Employment Reference Revocation Form (available at [www.fvtc.edu/FVTCforms](http://www.fvtc.edu/FVTCforms)) 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 third party.
- Staff must check the student's record for the positive employment reference form service indicator and for his/her name in the comment section of the student's account.
- 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 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