

Goshen College Reference Policy  
October 2003

Goshen College will release references of job performance for current or former employees only with written or electronic mail permission by the employee for whom the reference is requested. Specific requests for references made to department chairs, supervisors or co-workers may be honored with permission from the employee. General reference requests directed to Goshen College shall be referred to the Vice President for Academic Affairs for teaching faculty, or the Director of Human Resources for all other employees. If no permission has been given, information released will be limited to dates of employment and position held.

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Director of Human Resources

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