

Employment References

Human Resources is the only authorized department to provide employment references on current or previous ICC employees. No other ICC employee shall respond to a written or verbal request for an employment reference. Instead, ICC employees must forward any request for employment references to Human Resources for completion.

Independence Community College may not disclose information about the job performance of a current or former employee to prospective employers without written consent of the current or former employee about whom information is being sought. In the absence of such consent, Human Resources will provide only dates of employment and previous ICC Job Title.

Effective: 03/01/2021