



EMPLOYEE AUTHORIZATION
FOR REFERENCE LETTER
BY SUPERVISOR OR MANAGER

It is the policy of Umpqua Community College that all employment references be given by the Human Resources Department. As a limited exception, managers and supervisors may be allowed to provide letters of reference for current and former employees (not students) if this form has been completed and approved by Human Resources in advance, along with a copy of the proposed letter of reference. Providing a letter of reference without following this process may be grounds for discipline of the person providing the reference.

Employee Authorization:

I authorize _____ to provide a letter of reference
(Please print)

regarding my employment at Umpqua Community College, including information on the following topics (initial all that apply):

- _____ Dates of employment
_____ Position(s) held
_____ Quality and quantity of work
_____ Punctuality
_____ Relationships with co-workers, supervisors, students, etc.
_____ Attitude toward work
_____ Reason for leaving
_____ Eligibility for rehire
_____ Compliance with policies and standards
_____ Performance strengths and weaknesses
_____ Other information regarding suitability for employment sought

I release the above named person, as well as Umpqua Community College, from any and all claims or liability for providing the information I have authorized for release, as set forth above.

Signature Date Print Name

Human Resources Authorization:

The attached proposed letter of reference has been approved.

UCC Human Resources Representative Date