

# Candidate References and Selection

**Duration:** 40 mins

**Course level:** Introductory

**Delivery method:** Online

## Introduction

A survey by BackgroundChecking.com revealed that 39% of people in the UK would give false information on their CVs if they felt it would remain undetected. Some felt that ignoring criminal records or faking references was worth trying.

Although the majority of candidates are likely to be honest, references give you a valuable opportunity to check that job applicants are as good as their CVs suggest.

**Candidate References and Selection** provides guidance on when and how to seek references, and how to interpret what they tell you.

## Who is the course for?

This basic introduction is ideal for managers who are new to the recruitment process or who have limited work experience. No prior knowledge or experience is needed and there are no formal entry requirements.

## What will you get from this course?

When you have completed this course, you will be able to:

- request references in line with current legal parameters
- carry out a comprehensive check on references
- plan an objective selection procedure.

## Course features

You can start this online course straight away and work on it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The course consists of a series of information screens and exercises such as multiple choice and true or false questions that check and extend what you've learned. After each completed exercise you get immediate feedback on how you've done.

Additional resources, such as Course Notes and a Checking References Checklist, are available to download and print.

A final ten-question test gives you a colour-coded score to show whether you've passed the course or not. You can repeat this test as often as you like.

### Other courses you might be interested in

Writing Job Descriptions and  
Person Specifications  
Attracting Candidates and  
Producing Job Adverts  
Shortlisting Candidates and  
Interview Techniques

Age Awareness  
Employment Law  
Disability Legislation  
Race Legislation

**Course code:** 103080BT041

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