Guideline: Providing Employee References

Chicago Booth staff and faculty may respond to requests to provide references for current or former employees.

However, no actual employment information should be included unless it is verified by Chicago Booth Human Resources. This includes the following: dates of employment, reason for termination, job titles, or salary. This is to protect both the University and the person who is being referenced. The University can be held liable should the information be incorrect and the person being referenced might also be unduly harmed.

Before agreeing to be a reference or returning a call from someone asking for a reference, please speak with Cathe Johnson (4-3059) or Hilary Hudson (4-7968) to talk through appropriate responses to possible questions. In the event the call is received without prior notice, do not give out any information you cannot substantiate with documentation and, as stated above, do not provide information regarding employment facts and dates. This type of information is only available from either Human Resource Services (formerly UHRM) 773-702-1201 or Chicago Booth HR 773-702-7833.