

Our method of reference checking

Reference checking is a natural part of the decision to hire. To ensure that any reference checks are conducted discretely, in a proper fashion, and with the right person, please note our time-tested method and guidelines in this.

Reference Checking

During the intake stage of our candidates, when resumes are submitted **we will ask** a candidate to provide us with **at least 3 referees** from current and/or past employers, whom we are allowed to contact if requested by a client during the later stage of the interview process.

We guarantee to candidates that **no direct reference checking will be done without candidate's consent.** Candidate will be informed by us in **advance** about reference checking and whom we want to contact.

We will **not** contact current or former colleagues from the candidate, whom are not provided as referee, even if our company is in contact with them. Unless we seek the candidates' approval when we believe this referee should / could be included.

We **check** if the contact details of each referee provided by our candidate are still accurate and check the (work) relationship between the candidate and the referee prior to contact the referee.

We **do not encourage** our client to do reference checking **without** awareness of the candidate and TOP Hoteliers during the interview process and therefore **cannot** be held responsible if this is done without our knowledge and may put a candidate in a difficult position. We suggest our client to work according to the recruitment rules and to refrain from reference checking at the first presentation of a candidate and before having done first interviews.

We will provide **upon request** of the client **written references** on the candidate. These are black on white direct references given by the referee, based on the current job opportunity, and rather than a verbal reference able to verify later, by the client if they wish so. They come inclusive with the contact details of the referee if further comment is needed.

We have the right **to withdraw** a candidate's candidature if we can not obtain sufficient reference checks back from the referees, or when we deem the information given by the referee is indicates that the candidate may after all not suit the offered position. However the **final responsibility** for judging the content of the reference check and in how far they ascertain the suitability of a potential candidate will be that of the client.

Should you have any questions or comments on our methodology then feel free to ask your direct contact within TOP Hoteliers or any of our team members. We are always happy to explain how we work and what our time-tested methods are.

“A trusted name in Asian Hospitality – The first agency in China, since 2004”

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