

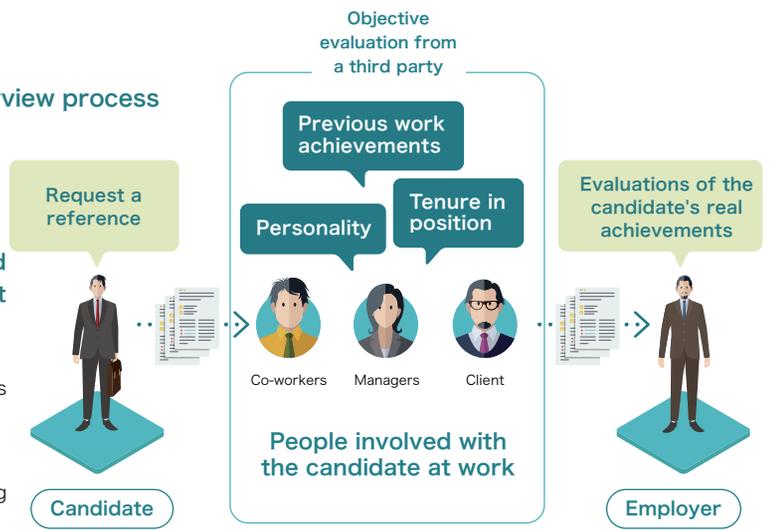
What is a reference check?

The purpose of using reference checks and the post-interview process

The purpose of a reference check

At our company, confirming a candidate's achievements and current work situation is an essential part of employment screening, reducing the risk of future mismatches.

A "reference check" refers to the obtaining of references from a candidate's former superior and/or coworkers, while respecting privacy and the law. A reference is obtained from the superior designated by the candidate. Information obtained during the reference check will only be used in this hiring process and that will not be accessed by the candidate or disclosed to any other third parties unless obligated by law to do so.



The reference check process

01

We request that the agent provides an explanation of reference checks to the candidate.

Please explain the aims and purpose of reference checks to the candidate, and obtain their permission.



Agents

Candidate

02

After obtaining the candidate's permission, your personnel register the candidate's information.



Employer

Candidate

03

The candidate registers the referee's information, and a reference request is sent.

Candidate



The reference request can be sent to the referee by email.

Client

04

The referee responds to questions regarding the candidate. Depending on the company's setup, submitting documents to verify referee's identity is may be required.

Responses to questions



Referee

05

After all referees have responded, the reference check is complete.



The referees' responds are delivered to the hiring company

Employer

06

Please wait for the results of the hiring company's selection.

You will later be notified of the hiring company's decision.



Employer

Candidate

Reference Check FAQ

Q1

How should we proceed if the candidate has not communicated their intent to change jobs to their current place of employment?

So long as the candidate has trusting relationships, obtaining a reference can still be possible in such cases. Using references can therefore help guard against the risk that a candidate is unable to resign after receiving a provisional offer.

In cases where it proves difficult to make a request to work acquaintances of the candidate, we recommend obtaining a reference from a coworker or superior from a previous place of employment, or a client the candidate has handled. If these also prove difficult, please check with your contact at the hiring company.

Q2

How long does it take to receive a response to a reference check?

This period is set when the person responsible at your company issues the candidate with their account. The candidate will be able to check their due date from the email they receive from your company. Please wait for a response during the period established.

Inquiries

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