Giving references policy

After your time with PACE, we want you to move forward in your career and will do our best to provide you with references.

If you want PACE to provide you with a reference, please request this from your manager after your resignation. Given the legal risks and burden on our team we will complete a reference using PACE's template. This will be saved in your staff file.

We cannot complete reference forms provided by other organisations and we cannot provide verbal references.

You can ask to see a copy of the reference at any time. If you want to name PACE as a referee in future recruitment processes, we will provide a copy of this refence.

Guidance for writing references:

- References will be fair, accurate and not give a misleading overall impression of the employee.
- We will only provide factual feedback such as tasks you achieved, your duties/objectives or comments which have already been shared with you.
- We will not include subjective information (e.g. how you would react to different situations or your reason for leaving the organisation).
- It is unlikely that we would include negative feedback in a reference. However, if you received warning letters or participated in a formal disciplinary procedure, the organisation may be required to share that information.
- Human Resources will enter the factual information (such as dates of employment, job title, job description)