



NDE Policy for Responding to Requests for Information, Writing References or Providing Letters of Recommendation

1) Requests for Information about a current or former NDE employee

If you receive a request for information about a current or former NDE employee from a third party, you *must* refer the request to the Human Resources Office and the request will be handled according to Chapter 11 of the NDE Personnel Rules. (*Only public information will be released unless a signed Authorization for Release of Employment Records form is provided to HR*). "Third party" includes potential employers, organizations or other state agencies.

2) Request for a Written Reference or Letter of Recommendation from a current or former NDE employee

If you receive a request from a current or former NDE employee for a written reference (including a letter of recommendation), you *may* prepare such a written reference on NDE letterhead and provide it directly to the employee.

If at any time, you were, or currently are, a supervisor for the employee (including the immediate supervisor, second level supervisor, or the Leadership Council Member) any written reference (including a letter of recommendation) must be consistent with the prior written performance appraisals and existing personnel documentation and a copy must be submitted to HR.

3) Request for Information about an individual (not an NDE employee) with whom you have a working relationship

If you receive a request for information from a third party about an individual who is not an NDE employee, you *may* respond to the request for information.

4) Request for a Written Reference or Letter of Recommendation from an individual (not an NDE employee) with whom you have a working relationship

If you receive a request to provide a written reference (including a letter of recommendation) for an individual who is not an NDE employee, but with whom you have a working relationship, you *may* prepare such a written reference on NDE letterhead and provide it directly to the individual.

5) Requests pertaining to an individual (not an NDE employee) with whom you are acquainted outside of your NDE role and responsibilities

If you receive a request for information or a request for a written reference (including a letter of recommendation) for an individual who is not an NDE employee, with whom you are acquainted in your personal capacity, you *may* respond to the request and prepare a reference, recommendation or letter of support. You are personally responsible for the information you provide about the individual. Such references are not to be written on NDE letterhead. The Department will not be responsible for the information or references you provide.