

Chapter 15 Human Resources Management

Section 15.1 Employees: The Key to Success

Reading Activity—Add Supporting Details

Directions Read the excerpt from the textbook, then write short paragraphs providing additional details about background checks and reference checks.

The human resource manager’s final step before hiring a new employee is to check the applicant’s background and references. A background check is the process of verifying certain information provided by a job applicant. This includes information about past and present jobs and education. Some background checks also include a review of a job applicant’s financial history. A reference is someone who comments on a job applicant’s character and qualifications for a job. The statement itself is also known as a reference. References give recruiters a better idea of the kind of person the job applicant is.

1. Write a short paragraph providing additional detail about background checks. Include some specific information that a recruiter might want to confirm. Offer an explanation of how the information might be relevant to the hiring process and to future employment.

2. Write a short paragraph providing additional detail about a reference check. Include some specific information that a recruiter might want to learn from a conversation with a job applicant’s references. Offer an explanation of how the information might be relevant to the hiring process and to future employment.
