

# ***S<sup>D</sup> Associates LLC***

**Behavioral Services** Assessment, Consultation, Training and Direct Service  
37 Talcott Road, Suite 114, Williston, VT 05495 [www.sdplus.org](http://www.sdplus.org) (802) 662-7831

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## **References and Recommendations Guidelines**

<b>Type</b>	<b>Supervisor Response</b>
<b>Job Reference Call or Forms ( many companies are sending online ref checks) .</b>	<ol style="list-style-type: none"><li>1. Refer them to the reference approval form to complete and send to HR</li><li>2. Staff are to give HR name and Williston phone # 802-662-7831 or email <a href="mailto:sdhumanresources@sdplus.org">sdhumanresources@sdplus.org</a></li></ol>
<b>Housing Reference</b>	<ul style="list-style-type: none"><li>• Staff are to give HR name and Williston phone # 802-662-7831 or email <a href="mailto:sdhumanresources@sdplus.org">sdhumanresources@sdplus.org</a></li></ul>
<b>Grad School Recommendation/Reference</b>	<ul style="list-style-type: none"><li>• Supervisor individual decision, please inform HR of the recommendation and a copy if possible of the recommendation to put in staff file.</li></ul>
<b>Any additional personal recommendations</b>	<ul style="list-style-type: none"><li>• A personal reference or recommendation cannot be done based on your working relationship or identify or be based on your working relationship ( i.e supervisor for 3 years)</li></ul>