

WAIVING YOUR RIGHT TO REVIEW REFERENCES

You have the right, under the Family Rights and Privacy Act, to review the references in your reference file (provided that they are written after January 1, 1975.) Because some employers and graduate schools either prefer or insist upon confidential references, the Center for Career Services provides the option for individuals to waive their right to review references. Before you decide to waive your right to review your reference(s), consider the result of each option below.

- Option 1** **NON-CONFIDENTIAL REFERENCE:** When you keep your right to review a reference (by not signing the waiver statement on the reference form):
- A. You will be able to review the reference upon request.
 - B. You may obtain a copy of the reference for your personal records.
 - C. You may hand-carry a copy of the reference to an employment or graduate school interview.
 - D. When updating your file, you may review the reference to decide whether or not to provide a replacement.
- Option 2** **CONFIDENTIAL REFERENCE:** When you give up your right to review a reference (by signing the waiver statement on the reference form):
- A. You will not be able to review the reference.
 - B. You will not be able to obtain a copy of the reference for your personal records.
 - C. You may not hand-carry a copy of the reference to an employment or graduate school interview. (Please note, however, that the references will be mailed to employers or graduate schools or quoted over the telephone at your, or their, request. References can also be Express mailed or faxed to expedite their receipt by the employer or school.)
 - D. When updating your file, you will not be able to review the reference to decide whether or not to provide a replacement.

If you need help in making your decision:

1. Consult your conscience: How do you feel about giving up your right to review what has been written about you?
2. Discuss the matter thoroughly with the person who will be writing the reference. What does the writer think about your decision? Will that decision affect the type of reference that will be written for you?
3. Ask prospective (or representative) employers, graduate schools, and professionals in your field for their opinions and policies regarding the question of waiving your right to review references.

If you need additional assistance in making this decision, contact the Center for Career Services.