



Candidate Reference Check

Date:	
Candidate:	
Position Applied For:	
References Checked By	

Please complete the questionnaire below, by discussing with each reference the candidate capabilities, strengths and weaknesses. Return the form to HR for review, prior to any offer is approved.

Person Contacted: _____

Position/Title: _____

Organization: _____

Phone No: _____

1. _____ has applied for the position of _____ in our department. Would you serve as a reference?
This remains confidential.

2. Explain the job and ask how they think the person would fit into the position.

3. If appropriate, when did this individual work for you? From: _____ To: _____

4. What were the job responsibilities this person performed? _____

5. How would you describe the applicant's:

Attendance: _____ NOTE: Do not ask or collect information on Medical Leave Act absences or disability questions prohibited by the Americans With Disabilities Act.

Dependability: _____

Capacity for discretion/good judgment: _____

Accuracy: _____

Supervisory responsibility, if applicable: _____

Ability to get along with others: _____



6. Can you tell me about some of this individual's strengths and or skills? _____

7. What areas could the individual improve upon? _____

8. How would you characterize his/her work in general? _____
9. Why did this person leave the job? _____
10. Would you rehire this individual? Yes _____ No _____ If no, why not? _____

Thank you for your time and cooperation.

Signature / Date



REFERENCE CHECK GUIDELINES

1. Don't leave a call-back number if the person you are trying to reach is not available. You may receive the return call when you're unable to discuss the applicant.
2. Identify yourself immediately, explain your position with your organization, and tell the person why you are calling about the applicant.
3. Assure your contact that any discussion you have will be held in confidence.
4. Try to establish rapport with the person you are calling. Perhaps he or she has a son or daughter attending your institution. Maybe you know someone in their organization. Many times there is a freer exchange of information when the person you are calling identifies with your organization, your position, or some mutual point of interest.
5. Tell the person about the position for which the applicant is being considered so that he or she can give a more accurate evaluation.
6. After giving background information on the vacancy you want to fill, ask a general response question such as "How do you think the applicant would fit into our vacancy?" After the person responds ask more specific questions.
7. Let the person talk freely for as long as he or she wishes without interruption. Often a question from you at the wrong time will shut off further information.
8. Follow up and probe when you feel the contact is reluctant to discuss certain factors. Many times a further explanation of why you're "digging" will elicit the information you want. After all, you are doing the applicant a favor by checking. Placement in the wrong job could lead to ultimate unhappiness or even dismissal.
9. Watch for obvious pauses in answering when you ask questions. Often these are a sign that further questions may bring more information that you might not otherwise receive.
10. Don't hang up until you're sure that you know the opinion of the person you have called. Frequently, you will receive ambiguous answers. The person called may give very little useful information. A technique that frequently works is to summarize the conversation by making either of the following two statements:

"I take it that you don't recommend the applicant very highly for the position", or "I take it that you recommend the applicant very highly for the position." Sometimes this brings the responses you need.
11. Glance at your checklist of questions to be sure you've covered everything.
12. Always end the call by asking the person, "Would you re-employ the applicant?" Often this question brings forth information that you were unable to get by other questions.
13. Be sure to thank your contact for his or her help.