

## PRE-EMPLOYMENT REFERENCE CHECK

*This information will be treated in a confidential manner and will not be provided to the applicant named above. This will be placed in a confidential file separate from the Personnel File. Please return as soon as possible to: Human Resources, M101*

Name of Applicant: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Recruitment IRC# \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

How did you know the above-named applicant? \_\_\_\_\_

If a former employee, list dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

Position held: \_\_\_\_\_ Other positions: \_\_\_\_\_

How was attendance? \_\_\_\_\_ Was this person reliable? \_\_\_\_\_

How did this person get along with other employees/contacts? \_\_\_\_\_

Strengths? \_\_\_\_\_ Weaknesses? \_\_\_\_\_

Would you hire/rehire this applicant? \_\_\_\_ Yes \_\_\_\_ No If not, why? \_\_\_\_\_

What should we know about this applicant? \_\_\_\_\_

### REFERENCE CHECKING IMPORTANT NOTES

- Always check at least two professional references (former supervisor/colleague) for your top candidates.
- If unable to contact a reference ask the candidate for an alternate reference.
- Prepare your questions in advance according to your notes on the candidate's interview.
- Ask job-related questions.
- Explain to the reference who you are and why you are calling.
- Describe the position and explain that the candidate is one of the finalists in the selection process.
- Listen carefully to each response before asking the next question.
- Pay attention to the tone of voice, note hesitancy, evasiveness and other forms of subtle communication.
- Consider speaking to other references; co-workers and subordinates can frequently supply valuable information.
- Thank him/her for taking the time to talk with you about the candidate.

### SAMPLE QUESTIONS

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| How did the candidate perform in his/her position?   | Where there any issues that impacted his/her job performance?  |
| How did the candidate handle conflict situations?    | How about pressure?  |
| How were his/her supervisory skills? (If applicable) | Did the candidate receive any internal promotions?             |
| What was his/her biggest accomplishment?             | Were there any areas that the candidate needed improvement on? |
| Did you have any problems with this employee?        | How did the candidate get along with management?               |
| Describe this person's experience as a team member?  | Why did the candidate leave your organization?                 |

### ADDITIONAL COMMENTS

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