

Reference Checking Form

Division of Human Resources

This form should be used to document references contacted for final candidates and returned to the Division of Human Resources upon filling the vacancy. The hiring manager should obtain written authorization from applicants prior to conducting reference checks or contacting their current employer. (When checking references, explain the reason for your call and verify the information below with the supervisor including the reason for leaving.)

Candidate Name _____

Reference Name _____ **Title** _____

Company Name _____ **Phone Number** _____

Dates of Employment: From _____ **To** _____

Position(s) held during employment tenure _____

Salary in this position _____ **Reason for Leaving** _____

Sample Questions: _____ (Please attach copy of questions used)

1. Please describe the type of work for which the candidate was responsible.

2. How would you describe the applicant's relationships with coworkers, subordinates (if applicable), and with superior?

3. Did the candidate have a positive or negative work attitude? Please elaborate.

4. How would you describe the quantity and quality of output generated by the former employee?

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5. What were his/her strengths on the job?

6. What were his/her weaknesses on the job?

7. What is your overall assessment of the candidate?

8. Would you recommend him/her for this position? Why or why not?

9. Would this individual be eligible for rehire? Why or why not?

Other comments?
