

Guidelines for Reference Checks

- Obtain at least two professional references.
- Always contact current or most recent employer. If applicant has indicated not to contact current employer, tell applicant that contact must be made before job offer can be extended.
- If possible, speak with the applicant's immediate supervisor or someone who has direct knowledge of the applicant and his/her work.
- Obtain as much information as possible, but at the very least verify information provided on application including:
 - Dates of employment
 - Job title
 - General description of duties
 - Ending salary
 - Number of employees supervised (if applicable)
- Other questions that may be asked include information about:
 - Punctuality and attendance
 - Quality of work
 - Strengths and weaknesses
 - Ability to get along with others
 - Reason for leaving
 - Willingness to rehire
- Document the responses and keep with the application. Documentation must include the name and title of the person giving the information, the responses to your questions, your name, and the date. A generic form is printed on the other side of this sheet if you need one to use. Applicants cannot be hired without the documented reference checks.

Employment Reference Check

Applicant's Name _____

Employer _____

Information supplied by _____

Title _____

Dates of employment _____ Ending Salary _____

Title _____

Description of duties _____

Was he/she a supervisor? _____ If yes, # of employees supervised _____

How would you rate the quality of his/her work? _____

How well did he/she work with others? _____

Were there any problems with excessive absences or lateness? _____

Strong points? _____

Weak points? _____

Why did he/she leave? _____

Would you rehire? _____ If no, why not? _____

Would you recommend him/her for our position? _____

Reference check conducted by _____

Date _____