

(Sample)
EMPLOYER REFERENCE CHECK FORM

Applicant's Name: _____ Date: _____

Applicant's Social Security Number: _____

Position Applied For:

Organization Contacted:

Phone Number:

Person Contacted:

1. Introduction (Applicant's Name) gave your name as a former employer.
2. What were the dates of employment? From _____ to _____.
3. Were you the applicant's immediate supervisor? __Yes __No. If no, please give your working relationship.
4. What position(s) did this person hold?
5. Using the Knowledge, Skills and Abilities statement from the announcement, develop questions about specific job skills; such as "on a scale of 1-10 with 10 being the highest, how knowledgeable is the applicant of accounting principles" or "can this applicant write business correspondence without assistance?" Or "if I talked to the employees this applicant supervised, how would they describe his/her supervisory style?" Or "how comfortable would you be having this applicant communicate your business information, policies, and procedures to others in person or on the phone?"

Example:

Does she have experience with Excel and Word?

How is she in dealing with people, particularly difficult clients?

Can she be counted on to be discreet?

6. How well did he/she get along with subordinates, and peers? How well does he/she get along with supervisors?
7. What motivates this person? Money? Meaningful assignments? A job well done? Pats on the back? Independence?

8. What was/is their reputation in your company, business, department?
9. Are there any behavior issues with this employee that you would want to know about if you were hiring them? Did they ever exhibit any violent or threatening behavior?
10. Was this person ever considered for promotion or advancement with your company? Did they succeed?
11. Why did this person leave?
12. On a scale of 1-10 with 10 the highest, how would you rate the applicant's work performance? Dependability? Honesty?
13. Would you rehire? ___ Yes ___ No. If no, why?
14. Is there any other pertinent performance information about this applicant that we should consider?
15. What other individuals could I contact who would know about the applicant's job performance and work history?

Name and Title of Person conducting the reference check:

Date