



## Reference for Prospective Employees

Person completing reference: \_\_\_\_\_ Date: \_\_\_\_\_

**How reference was obtained?**  Telephone  E-mail  Mail

Please ensure that no less than three references have been contacted and completed. Turn completed forms to HR when recommending a candidate for hire. Former employees returning to Heartland are not required to have three telephone references if re-employed within one year. In that case, please obtain one reference from the person's current employer. If three telephone references cannot be made contact Human Resources.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Position sought

\_\_\_\_\_  
Reference

\_\_\_\_\_  
Title

*(Chapter 91.B of the Iowa Code authorizes employers to provide accurate references as long as those references are not meant to be discriminatory).*

1. What was his/her job title?
2. Why did he/she leave your employment?
3. Are the following dates of employment with you correct?  Yes  No, Explain
4. Would you re-employ if given the opportunity?  Yes  No, Explain
5. Where would this person rank relative to other employees employed in the same capacity? (i.e. top 5%, bottom 50%).
6. What are his/her job-related strengths?

7. What are his/her job related weaknesses?

8. Rate this person on a scale of 1 to 5: (5-being excellent, 1- being poor)

- a. Ability to team and work with others. \_\_\_\_\_
- b. Attitude \_\_\_\_\_
- c. Motivation and ability to learn \_\_\_\_\_
- d. Accept responsibility and follows through \_\_\_\_\_
- e. Ability to work independently \_\_\_\_\_
- f. Punctuality \_\_\_\_\_
- g. Attendance \_\_\_\_\_
- h. Quality of work \_\_\_\_\_

9. Are you aware of anything else regarding the quality of his/her work you feel might influence our decision?  Yes  No, Explain

***To the best of your knowledge, please answer questions 10 through 15:***

10. Has he/she ever been convicted of a felony or committed an offense involving mistreatment of children?  Yes  No, Explain

11. Has the applicant ever been found to have engaged in sexual or physical abuse of children?  Yes  No, Explain

12. Does the applicant have a violent temper?  Yes  No, Explain

13. Has the applicant ever assaulted or physically threatened anyone?  Yes  No, Explain

14. Has the applicant ever sexually harassed or mistreated fellow employees?  Yes  No, Explain

15. If the applicant is a teacher or administrator, to the best of your knowledge, has the applicant's teaching license ever been suspended or revoked or has the teacher or administrator ever been reprimanded by the state licensing board?  Yes  No, Explain