

Reference Checking Checklist

- Explain the procedures on the application form, in the interview or wherever appropriate.
- Have the applicant sign an authorization form for each of the types of information to be checked. Legal counsel can assist with proper wording.
- Maintain confidentiality.

When checking references, try to find out:

- Dates of previous employment
- Job titles
- Salary
- Reason for leaving
- Eligibility for rehire
- Reason, if ineligible for rehire
- Growth in skills on the job
- Rating of work quality
- Rating of work quantity
- Degree of initiative
- Ability to work cooperatively
- Regularity of attendance
- On-time arrival

Compare the information you receive with the information on the application and information obtained in the interview.