**Reference Check Form**

To validate information on applicants resume and to add clarity to the interview process, it is a good practice to conduct a reference check for all final candidates prior to extending an offer of employment.

**Please note: These are sample questions, additional questions can be found in the Supervisor’s Manual on Page I (Reference Protocol)**

|  |  |
| --- | --- |
| Date:  | Completed by: |
| Name of Applicant:  | Position applied for:  |
| Reference Name:  | Title/Position:  |
| Reference Phone Number: | Organization/Company: |

In what capacity have you known the applicant/what position did they hold?

How long have you known the applicant?

How would you describe the applicant’s duties in this position?

How would you describe the applicant’s style of relating to people?

How well did the applicant follow directions/perform duties as assigned?

Describe their ability to apply what they have learned in working for you to this position they have applied for.

Describe the applicant’s decision making ability?

How would you describe the applicant’s ability to work independently?

Did you have an opportunity to provide feedback to them about their work/actions?  How did they respond to that?

In general, comment on his/her professional abilities.

Is there anything else you would like to add about the applicant’s work performance or behavior?

Why did \_\_\_\_\_\_ leave your organization?

Are they eligible for rehire?

Were you satisfied with their work?