

# REFERENCE CHECK OUTLINE

Position to be filled: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Name of reference contact: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

## EMPLOYMENT HISTORY VERIFICATION

Title: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Eligible for rehire?                     Yes                     No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCE DATA

### Comments on:

1. Ability to take on responsibilities –
2. Degree of supervision needed –
3. Attendance –
4. Quality/quantity of work –
5. Ability to work with others –
6. Strengths ( in relation to job) –
7. Limitations ( in relation to job) –
8. Other qualifications particular to this job –

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# REFERENCE CHECK OUTLINE

As part of the hiring/selection process it is extremely important that you conduct a Reference Check on all final candidates. Reference Checks will provide you with pertinent information concerning a candidate's work habits, skills and knowledge. They also verify their employment histories.

## STEPS IN CONDUCTING REFERENCE CHECKS

### ***1. Who Should You Contact?***

To help identify the appropriate person to call for a reference check, refer to the application, or references submitted in a résumé or interview. A reference should always be someone who has intimate knowledge of an individual's work history. They should preferably be an immediate supervisor rather than a personal friend.

### ***2. What Do You Need To Know?***

The focus of your discussion for a reference check should concentrate on the main duties and responsibilities of the job you are filling, in relation to the skills and abilities of the candidate. If you cannot contact someone who was an immediate supervisor, call the personnel office of an organization, which will at least verify employment data. If you cannot obtain an employment reference, you should then try to get a personal one. If you have a friend or colleague in an organization, they may be contacted for information. If your first reference for a candidate is poor, it is recommended that you contact additional resources.

**IMPORTANT:** Please be sure to ask the same information for each candidate. This ensures uniformity in this part of your hiring/selection process. (SEE THE ATTACHED OUTLINE).

### ***3. Documentation***

Since reference checks are **mandatory** for the selection process, they should be documented. The attached outline should be completed and forwarded, with the application packet, to the Human Resources Office.