

Employment Reference Questions		
DATE	APPLICANT	POSITION
PERSON CONDUCTING REFERENCE CHECK		CLASSIFICATION
PERSON CONTACTED		TITLE
RELATIONSHIP TO CANDIDATE		DEPARTMENT/COMPANY
The following are suggestions when conducting reference checks:		
1. Explain what duties/classification the incumbent is being considered for.		
2. Verify the employment information provided by the applicant.		
<div style="margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center; margin-top: 5px;">NAME</div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> the as a from </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> SECTION POSITION BEGINNING DATE </div> </div> <div> <div style="display: flex; justify-content: space-between;"> to </div> <div style="text-align: center; margin-top: 5px;">ENDING DATE</div> </div>		
His/ He states their duties included:		
Is this correct? If not, please explain.		

3. How long did you supervise the candidate?

From _____ to _____.
BEGINNING DATE ENDING DATE

4. What is/was the quality of the candidate's work in comparison to others in the unit?

5. Describe what strengths the candidate would bring to the Unit/Department?

6. Describe any shortcomings.

7. What personal characteristics would you suggest could be worked on to improve overall performance?

8. Describe the candidates working relationship with peers.

With management?

9. Please comment on the following:

(a) Attendance? Does he/she follow attendance procedures?

(b) Ability to follow instructions:

(c) Willingness to take on responsibility:

(d) Degree of supervision needed:

(e) Level of detail and accuracy in work:

(f) Organization of work:

(g) Ability to communicate in writing/verbally:

(h) Ability to prioritize work:

(i) Ability to meet deadlines:

(j) Ability to accept constructive criticism:

10. Have you ever taken disciplinary/adverse action against this employee? Please elaborate.

11. Do you have any reservations about recommending the candidate for this job?

If yes, please explain.

12. Would you rehire he/she if you had the opportunity?

If no, please explain.

13. Are there any other work related factors that we should consider in making a decision to hire this Candidate?