

Pre-Employment Reference Check

Verification of professional references is an essential part of a responsible employment program. Ideally, we would like to have at least two (2) positive references on a candidate before extending a job offer. If the applicant does not have work history, or if work history is not verifiable we may verify personal references (co-workers, teachers, friends). Remember, as in all phases of the employment process: The same questions should be asked for all applicants and all questions should be relevant to the job.

Applicant _____ **Position** _____ **Job#** _____

Contact (name of person providing info)

Organization:

Dates employed: ___/___/___ to ___/___/___ **Position held:**

Suggested questions:

1. What was the nature of their job?
2. What was the level of job performance?
3. What do you consider to be their strengths/weaknesses?
4. How did they get along with others?

What can you tell me about the person's:

5. Dependability
6. Communication skills
7. Ability to take on responsibility

8. Ability to follow instructions

9. Overall attitude

10. Quality and Quantity of work

11. Why did they leave the position?

12. Are they eligible for re-employment?

13. Is there anything else you like to comment on regarding their employment or job performance?

Additional Job specific questions

Comments/Impressions of reference check

Person performing reference check: _____ **Date**