

## Reference Check Form



**Purpose:** For Chairperson of Hiring Committee to complete reference checks on the potential successful candidate, prior to offering position.

**Instructions:** (1) To be completed by Chairperson or assigned person to contact the said reference; (2) Please contact the person, ask the questions and relate the information on hard copy; (3) Once complete, please return with recruitment package to the Human Resources. (4) Must have two references from a supervisor.

<b>Name of Candidate:</b>	<b>Date:</b>
<b>Person to Contact:</b>	<b>Telephone:</b>
<b>Organization:</b>	<b>Title:</b>

1. Did you supervise this person	Yes	No	If yes, how long?
2. Why did (candidate) leave your organization?			
3. (Candidate) has applied for the (Position), do you feel that he/she is capable of handling this job?			
4. Using a scale 1 (lowest) – 10 (highest) what would you say of (Candidate's) ability to or nature of the following:			
Follows direction, ask for help and clarification if needed	Scale 1 (lowest) – 10 (highest)		
Works well within a team, interpersonal skills, cooperation	Scale 1 (lowest) – 10 (highest)		
Communication Skills	Scale 1 (lowest) – 10 (highest)		
Attendance and punctuality	Scale 1 (lowest) – 10 (highest)		
Dependability	Scale 1 (lowest) – 10 (highest)		
Initiative	Scale 1 (lowest) – 10 (highest)		
Confidentiality	Scale 1 (lowest) – 10 (highest)		
Quality of work, organization, planning skills	Scale 1 (lowest) – 10 (highest)		
Handle crisis, pressure or stressful situations	Scale 1 (lowest) – 10 (highest)		
5. What areas do you feel (Candidate) may require improvement or additional training?			
6. If you had the opportunity to rehire (candidate) would you?			

Contacted by: \_\_\_\_\_

Additional Notes