

References



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Archive: A Reference-Checking Checklist

A Reference-Checking Checklist

A short form to use when calling references.

Use this checklist as a way to guide you through checking a reference. The questions start with simple verifications and gradually move on to performance-related information.

BUSINESS REFERENCE CHECKLIST

Candidate
Potential Position
Job: _____
Company: _____

Person Contacted
Position: _____
Company: _____
Location: _____
Bus Tel: _____
Home Tel: _____

VERIFICATION

I'd like to verify _____ dates of employment from _____ to _____.

What type of work did _____ do? (title/general duties?)

Were _____ earnings \$ _____ per _____? Were there any bonus or incentive plans?

Why did _____ leave your organization?

What do you feel are _____ strong points on the job? What characteristics do you most admire about him/her?

Did _____ supervise other people? How many? How effectively? Can he/she create team effort?

What are _____ shortcomings? Was there anything he/she was trying to change about himself/herself, or should be trying to improve on?

How would you rate _____ overall job performance on a scale of 1 to 10 (10 being high) compared with others you observed in a similar capacity?

Have you seen _____ current resume? Let me read to you what it says were his/her duties and accomplishments at your organization.

Is _____ honest?

How well does _____ relate to other people? Which employees does he/she work best with: Superiors/peers/subordinates? Is he/she a team player?

How did _____ last job performance review go? What strengths were cited?

What recommended improvement areas were noted? How about the performance review prior to that?

What do you feel were _____'s most major accomplishments with your company? What changed as a result of his/her involvement?

On average, how many times did _____ miss work or come in late? Does he/she have any personal problems or bad habits that interfered with his/her job performance?

Whom did _____ work for prior to joining your company? When hired were his/her references checked? What did the references have to say?

DEVELOPMENTAL

What is the biggest change you've observed in _____? Where has there been the most growth or development?

Is _____ in the right job/career? How far do you think he/she can go?

What do you feel frustrated _____ in his/her last position with your company?

How did _____ handle himself/herself in times of conflict?

If _____ asked you what one thing would most improve the way he/she performs on the job, what specific advice would you give him/her?

What is the best way to work with _____ to quickly maximize his/her talents and effectiveness for the company?

NETWORKING

What other person(s) know _____?

Name: _____ Name: _____

Title: _____ Title: _____

Location: _____ Location: _____

Telephone: _____ Telephone: _____

OVERALL RATING:

Excellent __ Good __ Some Reservation __ Poor __

Check made by: _____ Date: _____

Comments/Summary: _____

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