

PRE-EMPLOYMENT REFERENCE CHECK

*Use this form when calling references. This is a guide to questions that can be asked.
Return completed forms to the Office of Human Resource.*

Pre-employment references from a candidate's former supervisor can verify information, allow you to follow up on points of concern, and get another opinion of the candidate's abilities. If this is a personal reference, please complete only applicable fields. Human Resources recommends that you conduct three (3) pre-employment reference checks with present and former supervisors. You may want to begin by introducing yourself and giving a brief description of the position.

Applicant _____

Position applied for _____

Company contacted _____ Telephone _____

Person contacted _____ Title _____

Dates of employment: From _____ To _____

Reason for leaving _____ Re-Hire? ☐ Yes ☐ No

What was your relationship with the applicant? _____

How long did you supervise this person? _____

What were the applicant's job title and duties? _____

How would you compare him/her with others doing similar work? _____

Strengths _____

Areas for improvement _____

Supervisory ability _____

Ability to get along with others _____

Please comment on the candidate's:

Quality of Work _____

Initiative _____

Interpersonal Effectiveness _____

Checked By: _____ Title _____ Date _____
(print)

Checked By: _____
(sign)