



Reference Check

Submit to Human Resources: one per candidate, completed by hiring manager

When contacting a reference, clearly identify yourself and inform the reference provider that the information provided will remain confidential. Ask the reference provider to indicate the extent to which the applicant exhibits the given characteristics. Inform the reference provider to use their best judgment in responding to each description. Reference providers may omit an item if they do not have enough information to respond.

Candidate's Last Name: Candidate's First Name:
Name of Reference: Reference's Title/Role:
Reference's Employer/Organization: Relationship to the candidate?

Table with 3 columns: Reference Criteria, Notes, Ranking. Contains 17 rows of criteria such as 'Exhibits excellent leadership skills', 'Demonstrates sensitivity to individuals' needs', etc.

Open-Ended Questions:

- 1. Briefly describe the applicant's skills and strengths.
2. Identify any areas of growth the applicant might have in order to function in this capacity.
3. Would you employ/re-employ the applicant without hesitation? Yes No- If no, please explain.

If a reference refuses to provide a reference or will only provide dates of employment indicate below:

Reference declined comment Reference limited to employment dates (Specify dates)

Hiring Manager: Signature: Date: