



# Classified Reference Check Form

Applicant \_\_\_\_\_

Position Applied For \_\_\_\_\_

References Contacted (name, telephone number, position in organization):

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

### Verification of Relationship to Candidate:

The information we have indicates this person worked (with you or for you) from \_\_\_\_\_ to \_\_\_\_\_ as a.....

- A. From \_\_\_\_\_ to \_\_\_\_\_ Yes? \_\_\_\_\_ No? \_\_\_\_\_ (if no, then correct dates) \_\_\_\_\_
- B. From \_\_\_\_\_ to \_\_\_\_\_ Yes? \_\_\_\_\_ No? \_\_\_\_\_ (if no, then correct dates) \_\_\_\_\_
- C. From \_\_\_\_\_ to \_\_\_\_\_ Yes? \_\_\_\_\_ No? \_\_\_\_\_ (if no, then correct dates) \_\_\_\_\_

### Reference Questions:

1. *On a scale of 1 (low) to 10 (high), how would you rate his/her job performance? Explain your answer.*

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

2. *On a scale of 1 to 10, how would you rate this person's interpersonal skills?*

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

3. *In your opinion, what seems to be this person's greatest strengths?*

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

4. *How does this individual interact with children? Would you be comfortable with this individual working with children? Please explain.*

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

5. *What are some words you would use to describe this person's work habits and attitudes on the job.*

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

6. *Are you aware of anything in his/her professional or personal life that should concern a prospective employer such as alcohol or drug abuse, sexual or child abuse, being convicted of a crime, etc.*

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

7. *Are you aware of why this person is leaving your organization? Explain please.*

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

8. *Do you believe this person has the necessary education and competencies to work effectively as a \_\_\_\_\_?*

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

9. *Can you give me two other people to ask these questions to?*

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

**Please note: You must ask these questions for each reference check.**

***10. Has this person ever been on a plan of improvement for performance or on probation?***

A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

C. \_\_\_\_\_  
\_\_\_\_\_

***11. If given the opportunity, would you hire this person again? Explain please.***

A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

C. \_\_\_\_\_  
\_\_\_\_\_

***12. Any other information or comments?*** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***“Thank you for your time and assistance.”***

\_\_\_\_\_  
Please sign and date on this line to verify the information above.

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please forward completed reference check forms to Human Resources.**