

# Reference Check Form

Effective reference checking is a critical part of determining an applicant's suitability for a particular position. It is the responsibility of the hiring department to conduct reference checks on all final candidates following the interview and *before* an offer of employment may be extended. **Offers of employment should not be extended under any circumstances until at least two professional references have been contacted for the final candidate.** Hiring managers are urged to contact the candidate's most recent supervisor whenever possible.

Inform the finalist you will be contacting references before starting this process. Confirm with the finalist the names and phone numbers of their references, using the reference information from the candidate's application.

Once complete, send a copy of this form to Human Resources, and retain the original for your records. Any additional information or comments should be attached.

Name of candidate: \_\_\_\_\_ Date of application: \_\_\_\_\_  
Position applied for: \_\_\_\_\_

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## Professional Reference

Organization name: \_\_\_\_\_ Person contacted: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Title/relationship to applicant : \_\_\_\_\_

Check yes if data matches resume; check no if it conflicts and specify conflicting data

Applicant's title: Yes No Other - Specify: \_\_\_\_\_

Dates of service: Yes No Other - Specify: \_\_\_\_\_

Duties: Yes No Other - Specify: \_\_\_\_\_

## Performance Information

Check one box and note the reference's comments regarding the appraisal.

Overall performance: Excellent Good Fair Unsatisfactory

Comments: \_\_\_\_\_

Work habits: Excellent Good Fair Unsatisfactory

Comments: \_\_\_\_\_

Relationships with others: Excellent Good Fair Unsatisfactory

Comments: \_\_\_\_\_

Reason for leaving:

Comments: \_\_\_\_\_

Eligible for rehire: Yes No N/A: Volunteer

Comments: \_\_\_\_\_

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## Professional Reference

Organization name: \_\_\_\_\_ Person contacted: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Title/relationship to applicant : \_\_\_\_\_

Check yes if data matches resume; check no if it conflicts and specify conflicting data.

Applicant's title: Yes No Other - Specify: \_\_\_\_\_

Dates of service: Yes No Other - Specify: \_\_\_\_\_

Job duties: Yes No Other - Specify: \_\_\_\_\_

## Performance Information

Check one box and note the supervisor's comments regarding the appraisal.

Overall performance: Excellent Good Fair Unsatisfactory

Comments: \_\_\_\_\_

Work habits: Excellent Good Fair Unsatisfactory

Comments: \_\_\_\_\_

Relationships with others: Excellent Good Fair Unsatisfactory

Comments: \_\_\_\_\_

Reason for leaving:

Comments: \_\_\_\_\_

Eligible for rehire: Yes No N/A: Volunteer

Comments: \_\_\_\_\_

Additional comments:

References checked by: \_\_\_\_\_ Date: \_\_\_\_\_