|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FORM**  **R-2**    **REFERENCE CHECK**  .  Applicant’s Name       \_\_\_\_\_\_\_\_\_ Position Applied For      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reference Checker’s Name/Title       \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reference Checked  Applicant’s Former Employer      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Held by Applicant      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Reference Provider’s Name/Title:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***“Hello. My name is [your name] with [agency]. [Applicant’s name] applied for a position with us a [position title]. He/she indicated that you are familiar with hisher work and I was hoping to ask you a few questions so that we can make a hiring decision. Is this a good time?”***  ***What was your title when you worked with this person (if different*):**       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***What was your relationship to this person when you worked with him/her?***  Current Supervisor  Former Supervisor  Manager or Supervisor in the same organization  HR Manager  Owner/Head of the organization  Coworker  Subordinate  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tell provider the person’s title, dates of employment, and duties (from application). Then ask:  ***Are this person’s job title, dates of employment, and duties accurate to the best of your memory?”***   Yes  No  Unsure | | | | | | | | |
| Note: The following questions may be changed or edited (refer to R-1 Tip Sheet for alternate questions).  Only ask questions that are relevant to the job. | | **Yes** | | | | **No** | | **N/A** |
| 1. *Did he/she have good attendance?* | |  | | | |  | |  |
| 1. *Was he/she reliable, dependable, and punctual?* | |  | | | |  | |  |
| 1. *Did you have any reason to question his/her integrity or character?* | |  | | | |  | |  |
| 1. *Did you trust him/her with confidential information?* | |  | | | |  | |  |
| 1. *Were there any behavior issues while he/she was employed with you?* | |  | | | |  | |  |
| 1. *Were there any documented performance issues in the last two years?* | |  | | | |  | |  |
| 1. *Did he/she grow and take on greater responsibilities while on the job?* | |  | | | |  | |  |
| Comments regarding questions 1-7 (please indicate number): | | | | | | | | |
| 1. *Did he/she leave the organization voluntarily?* | | |  | | |  | |  |
| 1. *Why did he/she leave the organization? (Please be as specific as possible, especially if you feel he/she left involuntarily.)* | | | | | | | | |
|  | | | | | | | | |
| 1. *Would you rehire him/her?* | | | |  | |  | |  |
| **THIS PAGE IS OPTIONAL** | | | | | | | | |
| *I have just a few more things I’d like to ask you about if you have time…*   1. ***There are several competencies (and accountabilities) that are important for success in this position. I will describe each one and then ask you to rate this person’s performance as either poor, good, or exceptional. I will also ask if you have comments or examples of his/her performance related to each competency****.* | **A - Strong** | | | | **B - Moderate** | | **C - Weak** | |
| **Competency/Accountability Title** (from Final Interview)**:** | |  | | | |  | |  |
| *Examples/Comments:* | | | | | | | | |
| **Competency/Accountability Title:** | |  | | | |  | |  |
| *Examples/Comments:* | | | | | | | | |
| **Competency/Accountability Title:** | |  | | | |  | |  |
| *Examples/Comments:* | | | | | | | | |
| **Competency/Accountability Title:** | |  | | | |  | |  |
| *Examples/Comments:* | | | | | | | | |
| **Competency/Accountability Title:** | |  | | | |  | |  |
| *Examples/Comments:* | | | | | | | | |
| 1. ***Is there is any other information about him/her that we should consider, or anyone else we should contact?*** | | | | | | | | |
|  | | | | | | | | |