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| **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.)*
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|  |
| 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?***
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