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| **FORM****R****REFERENCE CHECK**.Candidate’s Name       \_\_\_\_\_\_\_\_\_ Position Applied For      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reference Checker’s Name/Title       \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reference Checked       Candidate’s Former Employer      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Held by Candidate      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reference Provider’s Name/Title:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***“Hello. My name is [your name] with [agency]. [Candidate’s name] applied for a position with us a [position title]. He/she indicated that you are familiar with his/her 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?*
 | [ ]  | [ ]  | [ ]  |