|  |  |  |  |  |
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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.)* | | | | |
|  | | | | |
| 1. *Would you rehire him/her?* | |  |  |  |