

**See page three for tips on conducting effective reference checks.**

Name of Reference: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Posting Number: \_\_\_\_\_

Last Position held: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

<input type="checkbox"/>	Verified
<input type="checkbox"/>	Verified
<input type="checkbox"/>	Verified

Reason for Leaving:

Major Duties:

I would like to describe to you the position we are hiring for. Please describe how good a fit you think this applicant would be for this position.

\_\_\_\_\_ Good Fit    \_\_\_\_\_ Acceptable Fit    \_\_\_\_\_ Not a good fit    Please explain:

Based on the position described, do you have any concerns for this applicant's ability to perform this type of position?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    Please explain:

What are the applicant's weak points and areas that need improvement?

What are the applicant's strong points?

What motivates this applicant?

Excluding FMLA or an Approved Leave of Absence, how would you describe this applicant's attendance/absenteeism?

Organizations have different work atmospheres. What type of work atmosphere would you recommend for this applicant?

What type of work atmosphere would you recommend this applicant **not** work in?

Do you have any other comments from personal observation or performance appraisals that we should consider?

Is the applicant eligible for re-employment? \_\_\_\_\_Yes \_\_\_\_\_No Comments:

If there were an opening in your areas, would the applicant be considered for the position? \_\_\_\_\_Yes \_\_\_\_\_No

Comments:

Is there any other additional information that you would like to share?

See page 3 for a list of optional questions.

Optional Question 1: \_\_\_\_\_

Response:

Optional Question 2: \_\_\_\_\_

Response:

Optional Question 3: \_\_\_\_\_

Response:

**Employment Verification conducted by:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

### Conducting Effective Reference Checks

Gathering references is an important part of the recruitment process. It's important to not only validate the information that was provided by the candidate but also to learn about the successes or shortcomings of prior employment experiences. When conducting employment reference checks, always try to contact and speak with the immediate supervisor (the supervisor to whom the candidate has a direct reporting relationship) of the candidate. Never contact a current employer unless the candidate specifically gives you the authority to do so.

Here are some important steps to follow to enhance your ability to get quality and useful information:

- Identify yourself and USF as the organization that you represent
- Inform the reference of the reason for the call
- Describe the position you are recruiting for
- Verify basic information. Identify and explore any discrepancies with the former employer
- Questions need to be job related. Do not ask for or write down any non-job related information on this form
- Ask questions/follow-up questions that will solicit information about the candidate's ability to perform in the position
- It is important to ask questions/verify any information that you have doubts and concerns about
- If the reference is unwilling to comment on the candidate's performance, request additional references from the candidate who will attest to the candidate's work-related performance

### Optional Questions

How did this applicant's performance compare to other employees with similar job duties?

How much direction/oversight did this applicant need?

Did s/he know when to seek guidance?

Did this applicant earn promotions?

How does the applicant handle conflict?

What would you consider the applicant's biggest accomplishment while working for your company?

Would you feel comfortable having this applicant make presentations on behalf of your organization?

Does this applicant communicate well orally and in writing?

Does this applicant make sound and timely decisions?

Does this applicant meet deadlines?

Did this applicant get along well with management and peers?

Does this applicant work well with a diverse group of individuals?

How would you describe the applicants experience working as a member of a team?

How would you rate the applicant's interpersonal skills?