

## Pre-Employment Reference Check (Phone)

**Did the candidate check the box on the application stating it was ok to contact this employer? Y / N**

[Name of Reference] -

[Title of Reference] -

[Employer Name] -

[Employer Phone Number] -

**Regarding: (Candidate's Name) -**

We are contacting you to verify employment. \_\_\_\_\_ has applied for employment with our organization for the position of \_\_\_\_\_ and I am trying to complete employment verification as soon as possible so that we can move forward in the hiring process. Can you help me with that?

Name of person verifying information? \_\_\_\_\_

Title of person verifying information? \_\_\_\_\_

**How long have you known the candidate?**

**What is your relationship to the candidate?**

[Candidate's Current Job Title] -

**What are their Primary Job Duties?**

[Supervisor's Name] -

**Dates of employment:** Start Date (Month/Year): \_\_\_\_\_ End Date: \_\_\_\_\_ **Y / N**

**Base Salary or hour rate:** \$ \_\_\_\_\_ per hour / weekly / monthly / annually

**Did they supervise others?**

**Can you give a few examples of the candidate taking initiative?**

**Please describe two examples of the candidate going beyond the call of duty?**

**How do you think co-workers would describe the candidate?**

**How did the candidate deal with conflict?**

**Was the candidate in a lot of high pressure or stressful work situations?**

**How did they handle stress/pressure?**

**What are the candidate's strengths?**

**In what area(s) can the candidate continue to improve?**

**Did the candidate have any warnings or discipline regarding unexcused attendance issues (frequent absences, tardiness, etc.)?**

**What was the reason the candidate left your organization?**

**Was it a voluntary or involuntary separation of employment? V / I**

**Reason for employment separation:**

**Is the candidate eligible for rehire at this time? Y / N**

The candidate has applied for a position as \_\_\_\_\_ with our company. Do you believe the candidate would be a good fit for this type of position?

Why or why not?

Is there anything I haven't asked about that someone considering this person for a job should be aware of?

***Above information was completed by:***

Printed Name:

Title:

Signature:

Date:

*Updated 5/30/16*

*\*Should the employer ask for documentation from the job applicant that gives permission for them to release salary (or other) information, make a copy of the signature page of the application and send it to them along with this sheet.*