

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.*