



Pre-Employment Reference Check Guideline

Applicant Name: _____ Position Applied for: _____

Reference
Contacted: _____ Title: _____

Phone #: _____ Association
To Applicant: _____

Organization: _____

Position Applicant Held: _____ FT PT Contract

Employment dates: From _____ To _____

1. What were the primary responsibilities of position held? What were the expected outcomes and what results were achieved?

(Verify facts from their resume & from the interview)

2. How would you describe the quality of his/her work?

(Attention to detail, accuracy, completeness, time management, ability to prioritize, flexibility)

3. What were his/her significant accomplishments or key contributions to the department and organization?

(Projects, initiatives he/she undertook; Ask for examples if not provided)

4. Describe their technical skills and competency level.

(Specific equipment, laboratory experience, etc.)

5. Computer skills – ability to learn new software:

(Software and what they used it for)

6. What are his/her relationships like with his/her peers, supervisor, clients?

7. a) In a team environment, what are his/her strengths?

(Leader, active participant, etc.)

b) Does he/she demonstrate the ability to work independently and make their own decisions?
(Ask for specific examples of decisions they would make on their own, if any)

8. a) Can you tell me the types of written work, if any, that he/she is responsible for?
(Compose themselves, or templates?)

b) Please comment on his/her verbal communication skills, specifically can you tell me who they would normally be communicating with?
(Probe: Professionalism, clear & concise speaker)

9. Can you please comment on their supervisory skills? (Participative vs. Authoritative)

10. Can you tell me about his/her problem solving skills and what types of problems he/she would typically deal with?

11. Please comment on his/her attendance, punctuality and dependability:

12. Can you please provide examples of his/her key strengths:

13. Please identify areas for further development:

14. What was his/her reason for leaving?
(If currently in role, why are they looking to leave?)

15. Would you rehire this applicant? If not, why?

Is there any other information that you feel is important to a prospective employer?

Thank you for taking the time to assist us with our recruitment process. It is greatly appreciated.

Date

Signature