

**Pre-Employment  
Reference Check Form**

Please notify the candidate that they are considered a finalist for your position, and that you'll need to contact their current supervisor for a reference (If the applicant is resistant, please indicate that their candidacy cannot move forward without the completion of this process). At least two reference checks are required, including reference checks with the current and previous supervisors of the candidate's relevant work experience. Please do not state that you are calling to do a "reference check". In most cases, the recipient on the other line will forward your call to Human Resources and you will not be able to obtain any of the information you need. The Human Resources department is available for additional information and techniques in obtaining reference information.

Candidate's Name:	
Hiring Dept:	Position Sought:

Organization Name & Location:	Candidate's dates of employment confirmed as: From: _____ To: _____
Candidate's last Job Title confirmed as:	Candidate's last rate of pay confirmed as:
End of employment reason confirmed as:	Eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Referee:	Phone number:
Title of Referee:	Relationship to candidate:

Describe the job that the candidate is being considered for, and ask the referee to compare against duties performed in the job the candidate did for them:
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Comments on level of technical skills & expertise that will be relevant to CCP job:

Comments on professional interactive skills that will be relevant to CCP job:

Any documented concerns about...	Yes*	No
Attendance, punctuality or reliability, other than for legitimate medical or family leave reasons?		
Integrity or effectiveness in handling the organization's resources for which they were responsible?		
Integrity or effectiveness in the professional interactions for which they were responsible?		
The ability to accept responsibility or maintain productivity on the assignments for which they were responsible?		
The ability to exhibit maturity, composure, or professional conduct under typical job stresses or challenges?		
The ability to adapt successfully to new or changing work situations, people, ideas, or structures?		

\* If yes to any, note referee's comments or concerns:

Other comments about whether you would recommend this person for this job?

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Reference check by:	Date:
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