Preemployment Reference Check

Preemployment references from a candidate’s former supervisors can verify information, allow you to follow up on points of concern and get another opinion of the candidate’s abilities.

Human Resources recommends that you conduct three preemployment reference checks with present and former supervisors.

You may want to begin by introducing yourself and giving a brief description of the position.

Applicant ________________________________

Position applied for ________________________________

Company contacted ________________________________ Telephone ______________

Person contacted ________________________________ Title __________________

Dates of employment: From ___________ To ___________

Reason for leaving ________________________________ Would you rehire? □ Yes □ No

What was your relationship with the applicant? ________________________________

How long did you supervise this person? ________________________________

What was the applicant’s job title and duties? ________________________________

How would you compare him/her with others doing similar work? ________________________________

Strengths ________________________________

Areas for improvement ________________________________

Supervisory ability ________________________________

Ability to get along with others ________________________________

Please comment on the candidate’s:

Quality and quantity of work ________________________________

Initiative ________________________________

Interpersonal effectiveness ________________________________

Additional comments ________________________________

______________________________

Checker’s comments ________________________________

______________________________

REFERENCE CHECKED BY ________________________________

______________________________

TITLE ________________________________

______________________________

DATE ________________________________