

Reference Check Template



REFERENCE CONTACT INFORMATION

|  |
| --- |
| Candidate name: |
| Position applied for: |
| Name of reference: |
| Professional title of reference:  |
| Working relationship to candidate: |
| Firm/company of reference: |
| City: |

**You can begin your conversation with the reference by stating, “I wish to verify some of the information given to us by [candidate], who is being considered for employment at the University of Washington as a/an [position title].**

|  |
| --- |
| 1. What were the dates of the candidate’s employment with your firm?
 |
| 1. What was the candidate’s job title and primary responsibilities at the start of employment?
 |
| 1. How would you describe the quality of the candidate’s work?
 |
| 1. How well did the candidate respond to pressure (e.g., from high volume, deadlines, multiple tasks, public contact)?
 |
| 1. How well did the candidate plan and organize their work, and were assignments completed in a timely fashion?
 |
| 1. What was the amount of supervision required for the candidate?
 |
| 1. How well did the candidate get along with other people (e.g., clients, co-workers, supervisors)?
 |
| 1. How did the candidate respond to criticism/interpersonal conflict?
 |
| 1. What are the candidate’s strongest skills as an employee?
 |
| 1. What areas of the candidate’s performance needed improvement?
 |
| 1. Would you rehire the candidate at the same level?
2. If no, why not, and for what level of work would you rehire the candidate?
3. Did you talk with the candidate about the problem?
4. Did you document the action?
 |

SPECIFIC SKILLS AND EXPERIENCES

In addition to the above questions, which address general performance areas common to most jobs, questions addressing specific duties of this position should be included. For example, such questions might cover one or more of the following areas:

* Technical knowledge or skills applicable to this type of work
* Experience in the applicable professional field
* Clerical skills/experience
* Lead/supervisory experience
* Budget/accounting
* Fiscal management
* Computer applications (software, hardware, operating systems, etc.)
* Program/project development
* Writing
* Interpreting and applying rules and regulations

Telephone reference check conducted by:

Date:

May we share this information with the candidate? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No