

Targeted Reference Check Form

Purpose:

Reference checks are to be conducted by the hiring manager, after the interview has taken place. Previous supervisors, peers, subordinates, and customers may be contacted, although it is advisable to contact references within the last 5 years of employment. Before conducting a reference check, you must have the candidate's permission to contact any individuals. For positions filled via jobs.svsu.edu, please review the candidate's work history on his/her Staff Profile. If he/she has given SVSU permission to contact this manager, you may proceed. If not, or if this is a paper recruitment process, you must request permission in writing (e-mail is sufficient) to contact prior managers/supervisors and request them to provide you with the appropriate contact numbers. It is imperative to take complete and concise notes.

Reference Check Conducted by: _____

Name of the Applicant: _____

Reference Contact Info:

Name of Individual Contacted _____ **Title** _____

Company Name: _____

Alternate Phone: _____ **Office Phone:** _____

1. Introductory Comments and General Questions

Introduce yourself and create the tone that you are a trusted colleague, a fellow professional who has done an in depth assessment of the candidate, who might hire that candidate, and who is apt to help the candidate be successful with in sights coming from the reference call.

Introductory Comments:

Hello, _____, thank you very much for accepting my call. We are considering hiring (name of candidate) for a position here at SVSU and I would very much appreciate your comments on her strengths, areas for improvement, and how I might best manage her. Do you have time to speak to me regarding (name of candidate) now or is there a better time for you?

Great, thank you very much. I have spent some time interviewing (name of candidate) and reviewing her work history and plans for the future and I am particularly interested in her experience when she reported to/work with you. If you don't mind, why don't we start with a very general question..."

In what capacity did you work with (candidate's name)?

What was his/her attendance like? _____

What were his/her performance evaluations like? (Probe for specifics)

Was the candidate ever disciplined for any type of misconduct?

Why did he/she leave previous employer's employment?

Was the candidate's departure voluntary?

Was the candidate a responsible and trustworthy employee?

Did the candidate interact positively with other employees?

Did you receive any complaints regarding the candidate's work performance or conduct? If so, specify the circumstances.

What would you say are his/her major accomplishments?

Did he/she leave under any kind of separation/severance agreement?

Do you have any reservations about his/her performance or integrity? Why?

Would he/she be eligible for re-hire?

Additional Questions:

2. Description of the Position Applied For:

Let me tell you more about the job, that (candidate's name) is applying for. (Explain responsibilities expected.)

Good/Bad Fit:

Now, how do you think this individual might fit in this job? (Probe for specifics.)

Good- Fit Indicators	Bad-Fit Indicators

3. Comprehensive Appraisal

Strengths, Assets, Things You Like and Respect About _____ ?	Shortcomings, Weaker Points, and Areas for Improvements?

NOTE:

- It is okay to interrupt strengths to get clarification, but do not do so for shortcomings. Get the longest list of shortcomings possible and then go back for clarification. If you interrupt the negatives and get elaboration, the tone might seem too negative, this closing off discussion of further negatives.
- If you are getting a “whitewash,” inquire about negatives directly. For example: “Pat said that she missed the software project due date by three months and guesses that hurt her overall performance rating. Could you elaborate?”

4. Overall Performance Ratings (Strengths – Shortcomings)

Now that you have told be about _____'s strengths and shortcomings, would you please rate him/her on the following categories using a scale of excellent, very good, good, fair, poor or very poor)

Skill	Rating	Comments
Thinking skills (<i>intelligence, decision making, creativity, strategic skills, pragmatism, risk taking, leading-edge perspective</i>)		
Communication- (<i>one-one, in meetings speeches, written communication</i>)		
Initiative-(<i>independence, excellence standards, adaptability</i>)		
Stress Management-(<i>Integrity, Self-awareness, willingness to admit mistake</i>)		
Work Habits-(<i>time management, organization/ planning</i>)		
People Skills- (<i>first impression made, listening, assertiveness, willingness to take direction, negotiation, persuasion skills</i>)		
Motivation-(<i>drive, ambition, customer focus, enthusiasm, balance in life</i>)		
Managerial Abilities-(<i>leadership, ability to hire the best people, ability to train and coach people, goal setting, empowerment, promoting diversity, monitoring performance, building team efforts</i>)		

Final Comments

Do you have any final comments or suggestions that you would like to share about _____?

Thank you!

I would like to thank you very much for your thoughts and useful comments.

Circle the quality of this candidate based on the reference check.

Excellent

Good

Average

Poor