



PRE-EMPLOYMENT REFERENCE CHECK
Applicant Previous Employment Check

Date: Candidate Name Vacancy Title

REFERENCE:

Name Phone Number Email
Reference's Title/Position to Referenced Employer Candidate's Position
Dates of Employment (mo/year to mo/year) Method of Contact Dates of Attempts
Source of Reference: Candidate Other

This tool is intended to gather feedback from individuals* that have firsthand knowledge of the prior performance of candidates being considered for employment.

- 1. Questions underlined below must be included in the required reference checks.
2. Other questions may be edited or replaced to gather information most relevant to the vacant position.
3. The same set of questions must be presented to each reference within the context of each recruitment.

How long have you known him/her and in what context? Did the candidate report directly to you? Yes No

What were his/her basic job duties? Did the duties include supervision of other staff? Yes No

How would you describe his/her work style and communication skills (written/verbal)?

How did s/he relate to others (i.e., peers, supervisor, clients)?

How does s/he react when faced with an opposing view?

What would you say motivates him/her?

Tell me about a work related situation that was stressful for him/her. How did s/he deal with the pressure?

What would his/her critics say about him/her?

What area would you recommend this person focus on in terms of skill development and/or professional growth?

How would you describe his/her level of professionalism?

How would you describe his/her overall job competence?

How would you describe the overall attitude?

On a scale of 1 to 10, 10 being the highest, please rate the following attributes, based on your experience with him/her:

Resourcefulness: _____ Follow Through: _____ Integrity/Trustworthiness: _____

Do you have any concerns about his/her punctuality or attendance? Yes No

Are you aware of any corrective or disciplinary action, including sexual harassment?

How did he/she transition from your company?

Is there anything I haven't asked you that I should have? Any final thoughts?

Would you re-hire? Yes No _____

Who else should I contact? _____

Reference by: _____

Date: _____

*See Definition of a Professional reference in DOC 810.800 Recruitment, Selection, and Promotion.

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.