

REFERENCE CHECK OUTLINE

Position to be filled: _____

Name of applicant: _____

Name of reference contact: _____

REFERENCE CHECK OUTLINE

As part of the hiring/selection process it is extremely important that you conduct a Reference Check on all final candidates. Reference Checks will provide you with pertinent information concerning a candidate's work habits, skills and knowledge. They also verify their employment histories.

STEPS IN CONDUCTING REFERENCE CHECKS

1. Who Should You Contact?

To help identify the appropriate person to call for a reference check, refer to the application, or references submitted in a résumé or interview. A reference should always be someone who has intimate knowledge of an individual's work history. They should preferably be an immediate supervisor rather than a personal friend.

2. What Do You Need To Know?

The focus of your discussion for a reference check should concentrate on the main duties and responsibilities of the job you are filling, in relation to the skills and abilities of the candidate. If you cannot contact someone who was an immediate supervisor, call the personnel office of an organization, which will at least verify employment data. If you cannot obtain an employment reference, you should then try to get a personal one. If you have a friend or colleague in an organization, they may be contacted for information. If your first reference for a candidate is poor, it is recommended that you contact additional resources.

IMPORTANT: Please be sure to ask the same information for each candidate. This ensures uniformity in this part of your hiring/selection process. (SEE THE ATTACHED OUTLINE).

3. Documentation

Since reference checks are **mandatory** for the selection process, they should be documented. The attached outline should be completed and forwarded, with the application packet, to the Human Resources Office.