

  **REFERENCE CHECK**

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| **Applicant's Name**: |  |  |  |  |
|  | (Last) | (First) | (MI) | (Last 4 numbers of SSN) |

|  |  |
| --- | --- |
| Employer/Educational Institution Contacted: |       |

**Reference Information**:

|  |  |  |  |
| --- | --- | --- | --- |
| Furnished by: |       |       |       |
|  | (Name) | (Title) | (Phone Number) |

|  |  |  |
| --- | --- | --- |
| 1. Employment Dates: | From:       | To:       |
|   |  (Month/Year) |  (Month/Year) |

|  |  |
| --- | --- |
| 2. Last Position's Title: |       |
|  | Major Duties: |       |
|  | Special Skills: |       |

3. What is your relationship to the applicant?

 **Yes No**

4. Were there any problems with absence or lateness? [ ]  [ ]

(If yes, please explain)

5. Did he/she receive an oral or written warning for performance or conduct in the last year? (If yes, please explain) [ ]  [ ]

6. Was there serious misconduct committed while on the job?

(If yes, please explain) [ ]  [ ]

7. How would you rate the quantity of work? (check one)

Does Not Meet [ ]

Meets [ ]

Exceeds [ ]

8. How would you rate the quality of work? (check one)

Does Not Meet [ ]

Meets [ ]

Exceeds [ ]

9. Did he/she require close supervision?

(If yes, please explain) [ ]  [ ]

10. Did he/she cooperate with fellow employees and supervisors? [ ]  [ ]

(If no, please explain)

11. Why did he/she leave the job?

12.  Did you consider them reliable in terms of quality and consistency of work produced or services delivered?

13.  Were they able to meet deadlines on a consistent basis?

14.  How would you describe their communication skills? Were they able to communicate clearly and effectively with co-workers, management, customers, and clients?

15.  If applicant is no longer employed with your company/organization/agency was the applicant terminated for cause?

16. Would you rehire (or would you like to retain) this person? If no, why?

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 NCDOL Hiring Supervisor Date of Reference Check

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|   Reference Check Guidelines1. This form must be printed to manually hand-write signature and date of reference check.
2. Preserve the confidentiality of each pre-employment reference check.
3. Ask only job-related questions and avoid questions about any applicant’s age, race, color, religion, sex, national origin, genetics, and/or disability.
4. Reference check must come from the applicant’s direct supervisor or someone in the chain of command.  If supervisor is not available you may obtain reference from an educational institution, volunteer organization or Human Resources of the company the applicant performed work.
5. A minimum of two references must be obtained.  If two references cannot be obtained you must receive an exception approval from the Chief of Staff to proceed with the hiring process.  This applies to internal and external hiring.
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