Employment Verification and Reference Check Template

Reference Check Name	Phone
Company	Position/Title

Background Information (Internal use)

- Determine relevant questions for the position
- Introduce yourself and company
- Inform referee you will be taking notes and there might be some silent moments
- Rate responses after the reference check.
- Do not ask follow up questions pertaining to the person's race, religion, sex, nationality, weight, financial status and age as they are not relevant.

Suggested Script

Hello, this is _____ with _____,
(Hiring manager name/title)   (Company)

_____ provided your name as a reference for _____.
(Candidate's name)   (Position and company)

Do you have a few minutes to discuss their employment with your company? If not, when you would

be a good time to call back?

Employment Verification

Can you please confirm the dates of employment?

From _____ to _____

Employment Status (Full-time, part time, contracted) _____

What is/was your relationship with this person? _____

How long have you worked with this person? _____

What was the reason for this person leaving? _____

Questions	Rating (Internal)
1. Can you please describe the responsibilities and duties of this person?	□ Does not meet □ Meets □ Exceeds
2. How does this person show initiative?	□ Does not meet □ Meets □ Exceeds
3. How did this person get along with other employees and supervisors?	□ Does not meet

	□ Meets □ Exceeds
4. Did this person meet deadlines and how did they manage their workload?	□ Does not meet □ Meets □ Exceeds
5. How would you rate this person's performance compared to other employees?	□ Does not meet □ Meets □ Exceeds
6. An important aspect of this position is _____. *(Specific Skill, Knowledge, Ability, Attribute)* Based on your previous experience with this person, how well do you think this person will meet that aspect?	□ Does not meet □ Meets □ Exceeds
7. What are this person's strengths and areas needing improvement?	□ Does not meet □ Meets □ Exceeds
8. Was this person reliable for attendance and punctuality?	□ Does not meet □ Meets □ Exceeds
9. Would you rehire this person?	□ Does not meet □ Meets □ Exceeds
10. Is there anything you feel I should know regarding this person's work performance?	□ Does not meet □ Meets □ Exceeds

Conclusion (Internal Use)

- Thank the referee for their time
- Remind them of your name and contact information in case they have any questions regarding the reference check.

Reference completed by	Date and time