

DHHS REFERENCE CHECK

Date of Contact: _____ Interviewed by: _____

Applicant Name: _____ Position applied for: _____

Reference Name: _____ Reference Title: _____

Organization: _____ Phone Number: _____

FAX Number: _____ E-mail Address: _____

Notes: You do not have to use all of these questions. You may delete or add questions as needed. Be sure to use the applicant's name instead of the phrase [the applicant] when you ask the following questions.

1. Will you confirm the **job title and dates [the applicant] was employed** with your organization?

2. What was [the applicant's] **documented reason for leaving** your organization? Is there any reason you would **not rehire** [the applicant]? (If so, for what reason?)

3. What **job duties** were typically assigned to [the applicant] in his/her position of [name the position]?

4. What can you tell me about [the applicant's] **overall work performance**? What would you describe as [the applicant's] **strongest competency or skill**?

5. In what skill areas did [the applicant] appear to need **additional assistance** to develop?

6. How **closely** was [the applicant's] work **supervised** and how well would you say he/she **responds to supervision**?

7. Would you describe [the applicant] as someone who **works best with others**, as part of a **team**, or **independently**?

8. How well did [the applicant] work with [the **public? co-workers?** specific groups/individuals served?]

9. How timely was [the applicant] in **completing assignments** and meeting **deadlines**?

10. Overall, how **accurate** was [the applicant] in the work he/she performed?

11. In the last 18 months has the applicant received any disciplinary actions for conduct or behavior? [Note: this includes time and attendance]

12. Do you have any documented reason to believe that [the applicant] might present a **danger to others** in the workplace?

13. Is there anything else about [the applicant] that you would care to tell me that I might consider relating to her/his **overall work performance and qualifications**?
