

## Reference Check Form

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Candidate Name:	Position Applied for:
Person Contacted (Reference):	Title/Position:
Firm/Organization:	Phone Number:
Completed by:	Date:

**Please Note:**

All questions do not apply to all positions, please use the ones that are applicable. Responses to any of these questions will be held in confidence and only shared with the Human Resources Manager, the Hiring Manager and the President. A summary of referee comments may be shared with a hiring committee as necessary. Under the Freedom of Information and Protection of Privacy Act, an applicant may request access to any information which pertains to them. As such, we would be obligated to release this information to the applicant if so requested. The above candidate has provided Lambton College with written permission to solicit reference on his/her behalf.

Job Summary:

Opening Statements

My name is \_\_\_\_\_ from Lambton College. We are in the process of hiring for a position within the College and I am calling to conduct a reference check on \_\_\_\_\_ (name of candidate). *He/She* has authorized me to contact references for the purpose of obtaining information relating to *his/her* employment history. Is this a good time for you?

1. In what capacity have you worked with this applicant and for how long?	
2. What are the dates of candidate's employment with your organization?	
From:	To:
3. Please comment on his/her attendance/punctuality while employed by/with you?	
4. Describe (candidate's name) ability to work in teams and collaborate on projects with his/her colleagues and supervisor.	
5. Please rate and comment on (candidate's name) organization/planning skills on a scale of 1 to 5 with 5 being the highest?	

6. How receptive was (candidate's name) to receiving performance feedback on a scale of 1 to 5 with 5 being the highest?

7. How would you rate his/her teaching ability? What kind of feedback did you get from students relative to his/her teaching?

8. Describe his/her verbal and written communication skills.

9. If Lambton College were to hire him/her, we would obviously want to ensure his/her success. From your experience with him/her, what advice could you provide to us about how we can support and develop him/her (i.e., in what areas does he/she need training or development)?

10. Did the candidate supervise other employees? If "yes", how effectively?

11. What were the candidate's reasons for leaving your company? Or your department?

12. Does this candidate represent a marginalized group that you are aware of?

13. Would you hire/rehire this person? If "no", why not?

**Remember to thank the reference for the time they've spent with you!**