



Human Resources Department  
**BROWN UNIVERSITY**

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# Preemployment Reference Check

Preemployment references from a candidate's former supervisors can verify information, allow you to follow up on points of concern and get another opinion of the candidate's abilities.

Human Resources recommends that you conduct three preemployment reference checks with present and former supervisors.

You may want to begin by introducing yourself and giving a brief description of the position.

Applicant \_\_\_\_\_

Position applied for \_\_\_\_\_

Company contacted \_\_\_\_\_ Telephone \_\_\_\_\_

Person contacted \_\_\_\_\_ Title \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Would you rehire?  Yes  No

What was your relationship with the applicant? \_\_\_\_\_

How long did you supervise this person? \_\_\_\_\_

What was the applicant's job title and duties? \_\_\_\_\_

\_\_\_\_\_

How would you compare him/her with others doing similar work? \_\_\_\_\_

\_\_\_\_\_

Strengths \_\_\_\_\_

Areas for improvement \_\_\_\_\_

Supervisory ability \_\_\_\_\_

Ability to get along with others \_\_\_\_\_

Please comment on the candidate's:

Quality and quantity of work \_\_\_\_\_

Initiative \_\_\_\_\_

Interpersonal effectiveness \_\_\_\_\_

Additional comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checker's comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REFERENCE CHECKED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_