

## Telephone Reference Check Form



Exclusively for Subscription Clients

Reference checks are a critical part of the hiring process. A well-executed reference check allows you to double-check information contained in the application including dates of hire, salary, reason for leaving, etc. Additionally it allows the organization to determine whether there is a good match between the responsibilities of the position and the previous responsibilities and accomplishments of the candidate.

Do not fail to complete a minimum of two reference checks on each potential new hire, speaking only with previous supervisors as those individuals are the only people who have the perspective to help you understand whether you have a good match.

Please note that this information was correct as of the date it was placed on Sikich LLP's website. While we will make a good faith effort to keep the information current, it is the responsibility of users of this section to ensure that they are viewing the most updated information. There is no guarantee of applicability in your state and local and state guidelines/laws should be considered. We cannot be responsible for actions based on outdated information. Remember that you can always call to verify current information.

## Telephone Reference Check Form

|                                    |                              |
|------------------------------------|------------------------------|
| _____<br>Candidate Name            | _____<br>Position            |
| _____<br>Reference Name            | _____<br>Title               |
| _____<br>Company                   | _____<br>Contact Information |
| _____<br>Relationship to Candidate | _____<br>How long known?     |

(Candidate Name) has applied to (Your Company) for a position of (Position Title) and he/she have provided your name as a reference. Is this a good time to talk or would another time be more convenient? Here is a brief overview of the responsibilities of the position:

First, I'd like to verify some basic information:

- What were the candidate's dates of employment?
- What was the candidate's job title and key responsibilities?
- What do you consider the candidate's biggest accomplishment with your company?
- What do you consider this candidate's key strengths?
- What would have made this candidate more effective?
- Why did the candidate leave your organization?
- What was his/her salary level when he/she left the organization?

Take a moment and summarize below the key responsibilities of this position. Ask your reference to comment on the various responsibilities and his/her opinion regarding the candidate's ability to fulfill the responsibilities of the position.

- Would you rehire this candidate in the future? If not, why not?
- What haven't we covered that you think would be valuable for us to know?

References checked by: \_\_\_\_\_

Date: \_\_\_\_\_