

EMPLOYEE REFERENCE CHECK

CLIENT	
NAME OF CANDIDATE	
EMPLOYERS AS PER CV	
EMPLOYERS AS PER CREDIT CHECK	
DATE REQUEST RECEIVED	
RED FLAGS RE LISTED EMPLOYERS	
CONFIRM NUMBER OF EMPLOYERS TO BE CHECKED	

STEP ONE - CONTACT WITH THE CANDIDATE

DATE AND TIME OF CALL	
ADVISE THAT REFERENCE CHECKS ARE GOING TO BE DONE. DO THEY HAVE ANY OBJECTION?	
CONFIRM EMPLOYERS	
CONFIRM THAT THEY HAVE CERTIFICATES OF SERVICE FOR THE LISTED EMPLOYERS?	
ANY RELEVANT COMMENTS	



REFERENCE 1

COMPANY	
PHONE NUMBER	
NAME OF REFEREE	
POSITION OF REFEREE	
DATE AND TIME OF CALL	
DATES OF EMPLOYMENT	
CORRECT AS PER CV	
WORKING RELATIONSHIP WITH REFEREE	
PERIOD OF TIME KNOWN BY THE REFEREE	
DESCRIPTION OF DUTIES PERFORMED BY THE CANDIDATE	
WOULD YOU RE-EMPLOY THE CANDIDATE	
IF YES, WOULD YOU RE-EMPLOY IN THE SAME POSITION	



ASSESSMENT OF SKILLS AND ABILITY	
<ul style="list-style-type: none"> • Technical skills 	
<ul style="list-style-type: none"> • Communication skills 	
<ul style="list-style-type: none"> • Relationship with Peers 	
<ul style="list-style-type: none"> • Relationship with Senior staff 	
<ul style="list-style-type: none"> • Decision making ability 	
REASON FOR LEAVING	
QUALITY OF WORK	
COMMENT ON TIME KEEPING	
COMMENT ON LEADERSHIP SKILLS	
COMMENT ON MANAGERIAL SKILLS (IF APPLICABLE)	
COMMENT ON PROFESSIONALISM	
ANY OTHER RELEVANT COMMENTS	

