

## Prior Employment Reference Check Form (For Final Candidates)

Use this form to document responses obtained from an employment reference for final candidates when filling a vacancy. Form is not required for Internal Mobility candidates providing two previous Annual Employee Performance Evaluations.

Applicant's Name: \_\_\_\_\_  
 Date of Call: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Reference Name: \_\_\_\_\_ Relationship to the Candidate: \_\_\_\_\_  
 Company: \_\_\_\_\_

Questions	Response
[Summarize the job duties provided by the candidate.]	
<i>Do you confirm these job duties provided by the candidate are accurate to the best of your knowledge?</i>	Yes No
<i>Did this individual regularly meet the job requirements in terms of quantity of work?</i>	Exceeded requirements Met requirements Did not meet requirements
<i>Did this individual regularly meet the job requirements in terms of quality of work?</i>	Exceeded requirements Met requirements Did not meet requirements
<i>Did this individual work well with colleagues and leadership?</i>	Yes No
<i>Did this individual require close supervision?</i>	Yes No
<i>Was this individual's time and attendance appropriate for the position held?</i>	Yes No
<i>Was this individual provided corrective or disciplinary action while employed?</i>	Yes No
<i>Would you rehire this individual?</i>	Yes No

**Additional Notes:**  
*Use this field to document necessary information shared on the reference call, or to document call attempts.*

Agency Representative: \_\_\_\_\_

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