

New Hire Reference Checks

Candidate's Name: _____

Date: _____

Company: _____

Contact name: _____

Note: Deviation from this script can violate Federal employment laws.

| Questions | Answers |
|--|---------|
| Please verify employment dates. | |
| What was your working relationship? | |
| What was his/her position? | |
| Please describe this employee's duties. | |
| How would you rate his/her customer service skills? | |
| How would you rate his/her job knowledge? | |
| What were his/her strongest skills? | |
| Where does he/she need improvement? | |
| Please describe his/her attendance habits. | |
| Describe his/her compatibility with other employees and supervisors. | |
| How did he/she respond to direction and criticism? | |
| How would you rate his/her leadership and decision-making skills? | |
| Did any complaints result in disciplinary action? | |
| Please describe the reason(s) for separation. | |
| Is he/she eligible for rehire? | |
| Would you recommend this employee for a similar position? | |