Best Practices for using reference forms

* Inform job applicants and get consent to contact references during the interview process.
* Be consistent and use a standard reference form for all applicants.
* Use the standard form for all positions to create a consistent reference check program.
* Consider phone interviews, so you can ask follow-up questions and hear the tone of the reference for additional cues.
* Take detailed notes to give you something to reference later.
* Thank them for their time!

Standard Reference Form Questions

* Name:
* Contact information:
* Relationship to the applicant:
* Did the applicant work at this company?
* What were the dates of employment?
* How many hours were worked per pay period?
* What were the applicant’s primary duties?
* Was the applicant dependable?
* How would you rate the applicant’s interpersonal skills?
* How would you rate the applicant’s’ technical skills?
* Did the applicant follow through on work assignments?
* Was the applicant stronger working alone or working as part of a team?
* How well did they take direction and feedback?
* How well did the applicant handle stressful situations?
* Did they have any behaviors or habits that got in the way of their work?
* Would you rehire this applicant?
* Is there anything else I should take into consideration?