

Reference Checking

(Verify that the candidate's reference checking permission for **current employer** is checked on the Penn State employment application before starting the interview.)

Name: _____

Reference Name: _____

Company Name: _____

Company Address: _____

Company Phone: _____

Dates of Employment: From: _____ **To:** _____

Starting Position: _____ **Ending:** _____

Starting Salary: _____ **Ending:** _____

Reason for Leaving: _____

Please describe his/her key responsibilities.

Please describe his/her productivity, commitment to quality and customer service.

Tell me about his/her most important contributions to the achievement of your organization's strategic goals.

What are his/her most significant strengths?

What are his/her most significant weaknesses?

Describe his/her relationships with his/her coworkers, reporting staff (if applicable), and supervisors.

We are interested in him/her for the position (job title; brief description; competencies critical for success in our job). Do you think he/she might have the competencies critical for success in our job? Why or why not?

Talk about the attitude and outlook he/she brought to the workplace.

What is your overall assessment of this candidate?

Would you rehire this individual? Why or why not?

Are there additional comments you'd like to make? Is there anything that I may have missed?