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| **CANDIDATE REFERENCE CHECK** | | | | | | | | | | | |
| **CANDIDATE INFORMATION** | | | | | | | | | | | |
| NAME (Last, First, MI): | | | | POSITION TITLE: | | | | | | | |
| **REFERENCE INFORMATION (Completed by individual providing reference)** | | | | | | | | | | | |
| NAME | JOB TITLE WHEN WORKED TOGETHER | | | | TYPE OF REFERENCE (check type)  Manager (Supervisor, Boss)  Teacher (Professor, Instructor)  Coworker  Peer or Colleague  Subordinate (or Direct Report)  Client (or Customer)  Other: | | | | WORKED TOGETHER FROM  MONTH/YEAR    To  MONTH/YEAR | | |
| COMPANY NAME | | | CITY, STATE | | | | PHONE NUMBER  (     )     - | | | | |
| **REFERENCE QUESTIONS**  **If you cannot answer a question based on your own personal experience or observation of the candidate, please indicate “Not Observed” for the question.** | | | | | | | | | | | |
| **Describe the candidate’s ability to:** | | | | | | | | | | | |
| 1. **Demonstrate dependability (such as report consistently, and on time for work, appointments, and meetings)?** | | | | | | | | | | | |
| 1. **Collaborate with others (e.g., management, customers, peers, support areas) to achieve common goals?** | | | | | | | | | | | |
| 1. **Take responsibility for their actions and quality of work without blaming others or making excuses?** | | | | | | | | | | | |
| 1. **Independently manage own time and show good judgment in prioritizing work to meet deadlines?** | | | | | | | | | | | |
| 1. **Treat other people, including those of different backgrounds and beliefs, with fairness and respect?** | | | | | | | | | | | |
| 1. **Remain flexible and adapt to change and variety on the job (such as effectively handle unexpected situations and changing conditions)?** | | | | | | | | | | | |
| 1. **Accept feedback without becoming angry or defensive and use it to strengthen future performance?** | | | | | | | | | | | |
| 1. **Would you choose to work with this person again in the future?** | | | | | | | | | | | |
| 1. **Focusing only on the candidate’s behavior, starting with the most important, please comment on the top 3 ways that this individual could improve upon their work performance.** | | | | | | | | | | | |
| 1. **Focusing only on the candidate’s behavior, starting with the most important, please comment on the top 3 work-related strengths of this individual.** | | | | | | | | | | | |
| **SEXUAL MISCONDUCT OR HARASSMENT** | | | | | | | | | | | |
| 1. **To your knowledge, has it been determined that the candidate has ever engaged in any incident of workplace sexual abuse or sexual harassment, while employed with your company?**   **If so, what were the circumstances and outcome?** | | | | | | | | | | **Yes** | **No** |
| 1. **Did the candidate resign during a pending investigation of an allegation of sexual abuse or sexual harassment in the workplace before the investigation was completed?**   **If so, what were the circumstances and outcome?** | | | | | | | | | | **Yes** | **No** |
| **ADDITIONAL QUESTION FOR POSITIONS THAT MAY HAVE CONTACT WITH INMATES OR JUVENILE OFFENDERS** | | | | | | | | | | | |
| 1. **Has the candidate ever been found to have engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, other institution or place of detention?** | | | | | | | | | | **Yes** | **No** |
| **COMPLETED BY – Required for ALL reference check forms** | | | | | | | | | | | |
| NAME | | TELEPHONE NUMBER  (     )     - | | | | DIVISION/BUREAU | | DATE COMPLETED | | | |