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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     ToMONTH/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)?**

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| 1. **Collaborate with others (e.g., management, customers, peers, support areas) to achieve common goals?**

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| 1. **Take responsibility for their actions and quality of work without blaming others or making excuses?**

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| 1. **Independently manage own time and show good judgment in prioritizing work to meet deadlines?**

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| 1. **Treat other people, including those of different backgrounds and beliefs, with fairness and respect?**

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| 1. **Remain flexible and adapt to change and variety on the job (such as effectively handle unexpected situations and changing conditions)?**

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| 1. **Accept feedback without becoming angry or defensive and use it to strengthen future performance?**

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| 1. **Would you choose to work with this person again in the future?**

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| 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.**

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| 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.**

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| **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      |