BROWN
University Human Resources

Pre-Employment Reference Check

Pre-employment references from a candidate's former supervisors can verify information, allow you to follow up on points of concern and get another opinion of the candidate's abilities. University Human Resources recommends that you conduct three pre-employment reference checks with at least one present or former supervisor. You may want to begin by introducing yourself and giving a brief description of the position.

Applicant name _____

REQ/Position applied for _____

Company contacted _____

Person contacted _____

Dates of employment: From _____ To _____

Reason for leaving _____

Would you re-hire? ☐ Yes ☐ No

What was your relationship with the applicant? _____

How long did you supervise the candidate? _____

What were the applicant's job title and duties?

_____

_____

How would you compare them with others doing similar work?

_____

_____

Strengths _____

Areas for improvement _____

Supervisory ability _____

Ability to get along with others _____

Please comment on the candidates:

Quality and quantity of work _____

Initiative _____

Interpersonal Effectiveness _____

Additional Comments

_____

_____

REFERENCE CHECKED BY _____
TITLE _____
DATE _____