BROWN
University Human Resources

Talent Acquisition
Box 1879
Providence, RI 02912
employment@brown.edu

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 present and former supervisors.

You may want to begin by introducing yourself and giving a brief description of the position.

Applicant _____

Position applied for _____

Company contacted _____ Telephone _____

Person contacted _____ Title _____

Dates of employment: From _____ To _____

Reason for leaving _____

Would you rehire? ☐ Yes ☐ No

What was your relationship with the applicant? _____

How long did you supervise this person? _____

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 candidate's:

Quality and quantity of work _____

Initiative _____

Interpersonal effectiveness _____

Additional comments _____

_____

_____

Checker comments _____

_____

_____

_____

_____
REFERENCE CHECKED BY

_____
TITLE

_____
DATE