

## DHHS REFERENCE CHECK

Date of Contact: \_\_\_\_\_ Interviewed by: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Position applied for: \_\_\_\_\_  
Reference Name: \_\_\_\_\_ Reference Title: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
FAX Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Notes:** You do not have to use all of these questions. You may delete or add questions as needed. Be sure to use the applicant's name instead of the phrase [the applicant] when you ask the following questions.

1. Will you confirm the **job title and dates [the applicant] was employed** with your organization?  
  
\_\_\_\_\_

2. What was [the applicant's] **documented reason for leaving** your organization? Is there any reason you would **not rehire** [the applicant]? (If so, for what reason?)  
  
\_\_\_\_\_

3. What **job duties** were typically assigned to [the applicant] in his/her position of [name the position]?  
  
\_\_\_\_\_  
\_\_\_\_\_

4. What can you tell me about [the applicant's] **overall work performance**? What would you describe as [the applicant's] **strongest competency or skill**?  
  
\_\_\_\_\_

5. In what skill areas did [the applicant] appear to need **additional assistance** to develop?  
  
\_\_\_\_\_

6. How **closely** was [the applicant's] work **supervised** and how well would you say he/she **responds to supervision**?  
  
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7. Would you describe [the applicant] as someone who **works best with others**, as part of a **team**, or **independently**?

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8. How timely was [the applicant] in **completing assignments** and meeting **deadlines**?

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9. How well did [the applicant] work with [the **public**? **co-workers**? specific groups/individuals served?]

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10. Overall was [the applicant's] **attendance record** satisfactory? On average, how many days was she/he absent per year? How often tardy?

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11. Overall, how **accurate** was [the applicant] in the work he/she performed?

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12. Do you have any documented reason to believe that [the applicant] might present a **danger to others** in the workplace?

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13. Did [the applicant] have any **personal problems** that adversely **affected** his/her **job performance**?

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14. Is there anything else about [the applicant] that you would care to tell me that I might consider relating to her/his **overall work performance and qualifications**?

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