# City of Olympia Reference Check Form

1. This form must be used to collect employment reference information on prospective candidates for jobs at the City of Olympia.
2. The questions have been arranged in a standard form for your convenience. The form appearance may be modified to suit specific needs and situations.
3. You may add questions that are specific to your needs. Remember to make sure to ask all references the same basic questions (you can ask follow-up questions that may be different depending on the answer you receive from the reference.

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| **Complete this section before calling a reference source.**  **CITY OF OLYMPIA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT**  **TELEPHONE REFERENCE CHECK** | | |
| **Applicant’s Name:** | | |
| **Employer:** | | **Telephone:** |
| **Immediate Supervisor’s Name:** | | **Telephone:** |
| **Name of Reference:** | | **Telephone:** |
| **Others References contacted:** | | **Dates of Employment:**  **From: \_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_** |
| **Last Salary:** |  | |
| 1. I am calling to verify some information given to us by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate name), who is applying for a position with us as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**position applied for**). I have a signed release of information authorization and can provide it to you if required. 2. He/she states that he/she was employed with your firm as a **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ and that his/her final salary was $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Is this correct? Yes No (If no, enter the corrected information here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.) | | |

**City of Olympia Reference Questions**

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| Use this section to record the questions you asked and the responses received. |
| **Name of Person Doing Reference Check-**  **1. How many employees are in your organization?** |
| **2. What was (his/her) position with your organization?**  **3. What were his/her primary job duties?**  **2** |
| **4. Is there anything unique about this position in your organization that you think I should know (e.g. highly technical highlhtechnical**  **Why did he/she leave your organization?** |
| **technical, advanced certifications, advanced degrees)?** |
| **5. How would you describe his/her performance compared with others doing the same job?** |
| **6. How well did he/she get along with and work with managers/supervisors?** |
| **7. How well did he/she get along with and work with co-workers?** |
| **8. How well did he/she get along with and work with subordinates (if any)?** |
| **9. How good were his/her written and oral communications skills?** |
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| **10. How would you describe his/her:**   1. **attendance** 2. **dependability** 3. **punctuality** |
| 1. **degree of supervision needed** 2. **overall attitude** 3. **honesty** 4. **trustworthiness** 5. **potential for advancement** 6. **customer service**   **11. Did this person participate in your company’s random drug testing pool? (If “Yes,” see “City of Olympia Release and Verification Form.”)** |
| **12. Tell me about his/her strong points.** |
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| **13. Where do you feel he/she needs further development?** |
| **14. Did he or she ever receive any formal disciplinary action? If so, what were the circumstances?** |
| **15. Has he/she ever been disciplined for substance or alcohol abuse?** |
| **16. Would you re-hire this person? YES NO If no, why not?** |
| **19. Is there anything else you would like to add?**  **20. Additional Questions/Comments of Checker (optional):** |