

REFERENCE CHECK FORM INSTRUCTIONS

Reference checks are a part of the application process. We use a form to elicit this information. We are seeking job-related information about the applicant's:

- Dates of employment
- Job duties and positions held
- Quality of work
- Quantity of work
- Ability to work with others
- Ability to take direction
- Leadership skills
- Attendance
- Behavior
- Any performance problems
- Whether the applicant was ever asked to resign
- Reasons former employment ended.

You may ask follow up questions if you are uncertain of information you obtain during the background check.

You may ***only*** ask questions that relate to job performance and behavior on the job.

You may ***not*** ask questions:

- that in any way seek information about an employee's protected status such as race, age, gender identity, military and veteran status, etc.
- about protected leave usage.
- about union activity, or complaints the applicant filed.
- about private issues such as religious beliefs, financial condition, or family relationships.

Committee members may not be used as references.

If you are in doubt about whether a question is appropriate, check with HR in advance.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



Reference Check Form

APPLICANT

POSITION APPLIED FOR

REFERENCE

REFERENCE'S EMPLOYER

REFERENCE'S TITLE

CONTACT #/ E-MAIL ADDRESS

1. How long have you known the applicant? What position did she/he/they hold during this time?

2. How do you rate this person's performance in comparison with employees in similar positions?

Superior Above Average Average Below Average

3. How would you rate this person as a dependable and reliable employee?

Highly Dependable and Reliable

Dependable and Reliable

Has Occasional Lapses

Not Too Dependable

Comments:

4. How would you rate this person's reactions to suggestions for the improvement of performance?

Very Responsive; a Learner

Average

Poor at Times

Comments

5. Is there any basis upon which you believe this applicant may not do an excellent job? Indicate your assessment or reservations.

6. Would you employ this applicant for the listed position if it were your decision?

Yes No

Please explain:

Name of Person Conducting Reference Check

Signature

Title

Date