

About the Document

name	CR-ALL-2820-M. Reference Check Form
owner	HR
access & use	All Staff
what it is	A form template and script for conducting reference check interviews.
who uses it	HR, Hiring Manager, or any staff involved in checking references for prospective candidates
used with	<ul style="list-style-type: none"> ◆ <i>PC-ALL-2810-M. Reference Check Questions</i> ◆ <i>CR-ALL-2805-R. Reference Checking Guide</i>

Why This Process is Important

Being well-prepared for a reference check interview is important. You only have a few minutes with the reference provider and his or her input will likely influence your hiring decision.

On top of that, this conversation with you may be the first contact the reference provider has had with our Company. Being well-prepared and professional will ensure you leave a good impression.

Take time to prepare a strong list of questions that cut to the heart of what you want to know. Using the same list of questions for every reference check interview makes it easier to compare responses from reference providers and note consistencies or inconsistencies.

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box to display the Check Box Form Field Options dialog box. Under the **Default value** heading, select **Checked** and click **OK**. The dialog box will close and an “x” will appear in the checkbox.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If needed, you can copy and paste to add additional sections to the form.



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