



Complete a separate form for each reference provider contacted. Use it as a script and to record notes.

Position number & name:	
Date:	
Candidate name:	
Reference check conducted by:	
Name of reference provider:	
Reference organization:	
Relationship of reference provider to candidate:	
Length of time reference provider has known/worked with candidate:	
Confirm total compensation, if appropriate:	
Reference provider responses:	<input type="checkbox"/> Forthcoming <input type="checkbox"/> Reserved <input type="checkbox"/> Unreceptive
Overall rating from 1 to 10 (best):	
Summary notes:	

Introduction: When the phone is answered by reference provider

- ◆ *Introduce yourself. State your title, where you work, and your purpose for calling. To manage expectations, give an estimate of how long the phone call will take. Ballpark: 12 questions should take at least 15 minutes.*
- ◆ *Before asking questions, describe the job, but avoid describing what you're looking for in a candidate. You don't want to be prompting the reference provider to give you all the 'right answers'.*

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HR Toolkit for Small Business, but made for HR consultants with the following differences:

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- Pricing.



Closing the Reference Check

Once the reference check is complete, thank the reference provider, and then complete the remaining fields in the summary table above.

Transcribe your notes immediately after the phone call. If you delay, you won't remember what was said!