



Conducting a Reference Check

- Identify yourself, your position, the candidate you are calling about and the reason you are calling.
- Make sure you are calling at a convenient time or schedule a telephone call for later.
 - Ask the reference if they need to retrieve a file or other information.
- Describe the position the candidate has applied to and the necessary knowledge, skills, and abilities for the position.
- Write questions related to key points or select from [sample reference questions](#)
- Ask the same questions of all the references.
- Also follow [Interview Guidelines](#) during your reference checks. Any inquiry should be avoided that is designed to elicit information as to race, color, national origin, veteran status, sex, disability, age, or arrest and court record unless based upon a bona fide occupation qualification.
- Document the questions and responses.
- Thank the reference for their time and assistance.



Reference Checks/Telephone Conversation

Name of Candidate _____ Posting# _____

Name of Caller: _____

Name of Reference _____ Title: _____

Date Called _____ Phone # _____

Questions	Notes
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2.	
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Reference Checks/Telephone Conversation

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