

## Behavioural Reference Checking Form SAMPLE

Candidate Name:	<i>Introduce yourself and explain the purpose of your call :</i>

Date:	Person Contacted:
Time:	Position:

<i>The candidate has agreed that all references will be received in confidence and therefore, will not be shared with candidate except in summary form with no reference to the party supplying the information. Do you wish to provide this reference to me in confidence?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<i>How long have you known him/her?</i>	
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<i>What was your working relationship?</i>	
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<i>During what period did you work together?</i>	
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<b>1. Please comment on how the candidate has met the following criteria in the workplace:</b> _____	
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<b>2. Please comment on how the candidate has met the following criteria in the workplace:</b> _____	
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<b>3. Please comment on how the candidate has met the following criteria in the workplace:</b> _____	
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<b>4. Comment on how the candidate has met the following criteria in the workplace:</b> _____	
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5. Please comment on how the candidate has met the following criteria in the workplace:

6. Please comment on how the candidate has met the following criteria in the workplace:

What do you consider his/her strengths?

What areas that you feel he/she could improve on?

Where there any problems with attendance or time keeping?

Were you aware of any outside issues that may have affected his/her work?

Can you add anything else that might be helpful in working with him/her?

Would you rehire him/her?

Other comments

**Close the interview**

*Thank you very much for your information; I can assure you that your information will be treated discreetly and confidentially.*

**Evaluate the Behavioural Reference Check**

- Information obtained would indicate no problems and corroborates the interview and ratings
- Information is vague, generalized, inconsistent or inconclusive. More references need to be contacted
- Information indicates definite problem with certain criteria
- Contact would not provide any information about the selection criteria.