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REFERENCE CHECK WORKSHEET

GENERAL INFORMATION

Please see the City's Hiring Process Regulation for reference check instructions. Use additional sheets as needed.

Date: _____ Applicant Name: _____
Vacant Position Title: _____ Reference Checker: _____
Name of Individual Giving Reference: _____
If applicable, company name: _____

QUESTIONS FOR PROFESSIONAL REFERENCES

Please describe your relationship with the applicant and how long you have worked with them.

What position did the applicant hold with the organization?

What were the applicant's responsibilities?

What aspects of the job did the applicant perform well?

In which areas of the job was the applicant weak or could have benefited from additional training or experience?

On a scale of 1-5, one being poor and five being excellent, how did the applicant get along with:
peers ? subordinates ? supervisors ? customers ? clients ?

Would you hire this individual again?

Is there anything else you believe we need to know?

QUESTIONS FOR PERSONAL REFERENCES

Please describe your relationship with the applicant and how long you have known each other.

What are the applicant's strengths?

What are the applicant's weaknesses?

Do you find the applicant dependable?

Is there anything else you believe we need to know?