Reference Check

Applicant:	Date:
Position applied for:	Phone:
Referee's details:	Title:
Reference check conducted by:	1973278433

Introduction	
My name is <your name=""> and I'm calling to conduct a reference check for <name applicant="" of=""> who is being considered for a position with my business <name business="" of="">. Your details have been provided to me by <applicant's name=""> and I would first like to check if you are prepared to provide a reference?</applicant's></name></name></your>	Yes No
The reference check will take approximately 10 minutes to complete. Is this a good time for you? If not, when is a convenient time for us to continue this conversation?	Call back Proceed
Please note that this reference will be used in the overall evaluation of the applicant and will affect whether they are selected for the job. The information you provide may be given to the candidate if requested, Do I have your permission to proceed?	Yes No
<briefly and="" assessing="" be="" check="" explain="" factors="" job="" of="" reference="" responsibilities="" the="" through="" will="" you=""></briefly>	

General questions		
What is the nature of your relationship with the applicant?		
In what capacity is/was the applicant employed by your business?		
What were the dates of their employment?	From:	To:
What duties and responsibilities does/did the applicant have?		
What the applicant's reason for leaving?		
General performance questions		
How would you describe the applicant's overall work performance?		
What would you say are the applicant's strengths?		
What would you say are the applicant's development areas (eg. weaknesses)?		

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Richard A. Moran

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departmental and institutional goals Describes proven practices for successful outcomes Successful academic searches where high caliber college faculty and administrators are recruited and retained are critical to the vitality and sustainability of every institution In higher education many faculty and administrators are thrust into the role of academic search with little preparation other than their own experience of being interviewed Typically search committees also have to manage the process in the context of already heavy workloads This manual provides faculty members department heads chairs deans and members of search committees with a straightforward ten step process using proven strategies and systematic planning designed to facilitate group dynamics while members seek out and identify high caliber candidates and reach consensus on the best one for the institution This book concisely lays out everything committee members need to know replete with real life examples from diverse institutions sample forms timelines and checklists The process begins with the composition of the committee understanding its charge and the responsibilities of the chair and its members It then leads the committee through the steps of drawing up the position description using input from all stakeholders publicizing the position evaluating resumes planning and conducting interviews narrowing the pool to the final selection and negotiation processes Throughout the authors attend to issues of diversity and inclusion aligning the hire with institutional goals and avoiding legal pitfalls Equally importantly they set out a framework for welcoming acclimating and retaining new hires to ensure the return on the institution s substantial investment of time and expense to recruit them People Skills at Work Evan Berman, Dira Berman, 2011-11-03 Wouldn t you like to achieve better work results advance your career navigate the workplace effortlessly and more easily balance work success with personal well being Who doesn t want the secret recipe for that While there may not be a single one size fits all answer developing a people skills toolkit can put you on the right path An explor Contract Appeals Decisions United States. Armed Services Board of Contract Appeals, 1995 The full texts of Armed Services and othr Boards of Contract Appeals decisions on contracts appeals Writing Naturally David Petersen, 2014-11-04 A uniquely compelling refreshingly practical and unimpeachably informed how to guide for aspiring and published nature The Thing About Work Richard A. Moran, 2016-10-14 Why does a CEO who has already made hundreds of millions writers of dollars continue to work Why does a rock star who has made a bundle continue to tour Why do retirees miss work as soon as they stop doing it Why do we all wrestle with our life s work and talk about it incessantly The thing about work is that we love it we hate it we need it we miss it we measure ourselves by it we judge others by it we are addicted to it Work often defines us and fulfills us Yet today s rapidly changing workplace environment is stressful and confusing to deal with In The Thing About Work Richard A Moran takes a ground level perspective on what is happening at work and how to thrive in the new professional world Through funny prescriptive vignettes and short essays Moran finds the white space in the company manual those issues that you encounter every day at work but which are not covered in employee training He uses hilarious and true stories from his own life and others to answer questions like Should you take your dog to work and How late is late

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