

Reference Check

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

Introduction	
My name is <your name> and I'm calling to conduct a reference check for <name of applicant> who is being considered for a position with my business <name of business>. 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?	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 explain the responsibilities of the job and the factors you will be assessing through the reference check>	
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)?	

Reference Checking For Everyone

Lauren Farasati



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Staff to Last! Lauren Farasati,2009-02 All financial advisors want to be able to spend their time in front of clients It s what makes them money It s what makes them happy But almost all advisors share a common problem staffing and managing their practice It s what drains their energy and their wallet It s what makes them miserable Help has arrived Whether your practice has a staff of twenty or you re about to hire your first Administrative Assistant *Staff To Last* is the solution to your backroom headaches For the first time practice management coach Lauren Farasati has condensed her twenty five years of experience helping advisors into a book tailor made for the financial planning industry You ll learn the Dream Team staffing model that instantly brings role clarity to your business You ll discover the genes that make some people perfect for your staff and others not You ll learn step by step how to find the best talent available and you ll get tools that will save you hundreds of hours and thousands of dollars from that first killer job posting to foolproof interview questions all the way to the final offer letter And last you ll learn the ten currencies bosses use to pay their employees ensuring that once you ve found amazing staff you never lose them Forget yesterday s mistakes Staffing is about to become simple painless and satisfying *Staff To Last* will show you how **The Complete Academic Search Manual** Lauren A. Vicker,Harriette J.

Royer,2023-07-03 Covers searches for all faculty staff and administrative positions Emphasizes aligning hires to 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 *Board of Contract Appeals Decisions* United States. Armed Services Board of Contract Appeals, 1995 The full texts of Armed Services and other 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 writers **Abolishing Performance Appraisals** Tom Coens, Mary Jenkins, 2002-10-12 The authors separate the five discrete functions of appraisal coaching feedback compensation employee development and legal documentation and clarify the objectives of each They examine the atrocious track record of appraisals **It's All About People!** Nick Morganti, 2008-10 This text is geared to managing in a manufacturing environment although much of what is included also applies to a service organization as well Topics such as safety employee involvement pricing and negotiation are discussed Real world examples are provided to support the discussion **Truth from the Valley** Mark Settle, 2020-01-24 Management challenges faced by IT leaders in Silicon Valley will eventually be encountered by IT leaders everywhere Successful Silicon Valley firms operate in radically different ways when compared with their conventional Fortune 500 counterparts Valley firms rely almost exclusively on cloud based business applications and cloud computing resources to conduct daily business In addition they are increasingly relying on artificial intelligence and machine learning tools to extract business information from vast quantities of data Valley firms are operating on the leading edge of the changes taking place within the IT industry In some cases they are literally defining the leading edge of such changes Truth from the Valley provides insight into ways in which people process and technology management challenges have been addressed by IT leaders in Silicon Valley This book provides a comprehensive portrayal of the trends that will shape IT management practices in the next decade and it challenges its readers to find ways of converting these challenges into opportunities that will enable their organizations to become more efficient more impactful and more business relevant in the future The Thing About Work Richard A. Moran, 2016-10-14 Why does a CEO who has already made hundreds of millions 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 and What is that foreign object growing in the refrigerator This very contemporary view of work will prove invaluable for the modern employee

The Big Book of HR, Revised and Updated Edition Barbara Mitchell, Cornelia Gamlem, 2017-05-15 Managing people is the most challenging part of any leader's job And that job's not getting any easier as the human resources profession grows more dynamic and constantly changes The Big Book of HR provides any business owner manager or HR professional with the most current information to get the most from their talent from strategic HR related issues to the smallest tactical detail of managing people Each topic covered includes information on associated legal issues such as the recent changes to the Fair Labor Standards Act's overtime regulations and stories from leading organizations to illustrate the positive impact human resources can have on organizations of any size Each chapter ends with discussion questions to encourage additional thought Sample forms and templates plus a list of additional resources are also included The latest edition of The Big Book of HR includes up to date information about how to Select engage and retain the best talent for your organization Develop attractive and fair compensation and benefits programs Manage and develop your employees Resolve conflict and maintain communications throughout the organization Develop performance management systems that reflect current trends and best practices Use technology to effectively manage the human resources function

Protecting Other People's Children Debbie Ausburn, Tom Rawlings, 2024-11-19 A one of a kind guide for youth serving organizations to help build out their own child protection policies in just 120 days Expert guidance worksheets and checklists take the guesswork out of confusing industry standards so you can focus on helping kids learn grow and flourish Written by two legal experts with more than 60 years of experience helping youth serving organizations YSOs Protecting Other People's Children provides a blueprint for organizations to develop their own child safety policies From private schools to church youth groups to mentoring organizations to summer camps YSOs provide unparalleled opportunities for children to learn grow and flourish Unfortunately because they serve a vulnerable population those groups also face unparalleled risks With Protecting Other People's Children organizations will be able to Recognize and avoid common pitfalls and mistakes Set up a workable timeline for implementation Create and confirm their own commitments and principles Access several supportive worksheets checklists and activity guides Learn how to pick the right people leaders team volunteers etc Understand and adhere important protocols and guidelines Appropriately respond to serious incidents Protecting Other People's Children enables YSOs to develop robust sustainable child protection plans holding everyone accountable while protecting both the programs and the minors they serve

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