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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   Reference Checking for Everyone Paul W. Barada,J. Michael McLaughlin,2004-02-21 Everyone s guide to protecting yourself from dishonest people by the nation s most respected reference check expert Unqualified hires abusive nannies delinquent renters dishonest contractors in today s dog eat dog world what readers don t know about the people they depend on can definitely hurt them Written in plain jargon free English by Monster com s reference expert Reference Checking for Everyone tells managers business owners HR professionals landlords administrators and even parents how to find everything they need to know about anyone Paul Barada covers every aspect of personal intel gathering with a wealth of easy to access information on Choosing the best employees tenants nannies service providers and other key people Navigating the complex legal issues includes a waiver form and lists of questions that can and cannot be asked legally Getting information quickly to avoid slowing down the hiring or rental process Exposing liars and dealing with dishonest candidates renters and others Obtaining in depth history even when confronted with no comment policies   **The Complete Reference Checking Handbook** Edward C. Andler,Dara Herbst,2003 Studies have shown that more than half of all job applications lie on their resumes and the factors involved in reference checking have become even more complicated This guide shows how to weed out poor employees before they get in the door   *Reference Checking in Federal Hiring* ,2005   **Onboarding** George B. Bradt,Mary Vonnegut,2009-09-08 A guide to getting new employees recruited oriented and productive FAST Onboarding a growing trend in the business community is a focused methodology that gets people in new roles up to speed quickly and efficiently This book guides you through a process that enables you to recruit orient and enable your new employees to get the job done Learn how to inspire and encourage your new employees to deliver better results faster George Bradt and Mary Vonnegut s Onboarding helps ensure that your new employees are productive and efficient from day one You ll learn how to help them assimilate into your corporate culture and accelerate their learning Onboarding is one of the hottest trends in business This is the first book about onboarding George Bradt is a leading speaker and consultant and the author of The New Leader s 100 Day Action Plan For business leaders and managers who want well trained responsive efficient and effective employees Onboarding helps you get the best from your new employees   **Solving the People Puzzle** Gary English,2001 Solving the People Puzzle is about management control of an organization and its people How to get it how to use it and how to keep it Real performance management systems may not be easy but they are absolutely essential   *What Every Engineer Should Know about Software Engineering* Philip A. Laplante,2007-04-25 Do you Use a computer to perform analysis or simulations in your daily work Write short scripts or record macros to perform repetitive tasks Need to integrate off the shelf software into your systems or require multiple applications to work together Find yourself spending too much time working the kink   **Background Screening and Investigations** W. Barry Nixon,Kim Kerr,2011-08-30 Hiring highly qualified people is crucial to every company and Background Screening and Investigations is an essential guide to succeeding in a

turbulent business environment A crucial part of any hiring process should be employment background screening pre and post hire which gives hiring personnel a glimpse into a person s past behavior patterns propensities and likely future behavior Background Screening and Investigations describes all aspects of the employment background screening processes its history and evolution the imperative for implementing a screening process and the creation of a comprehensive policy Nixon and Kerr show how security and human resources professionals can work together to negotiate legal hurdles and make their background screening process successful Where do HR and security perspectives differ on hot topics like hiring convicted felons data protection and sexual predators What does state law allow when screening job candidates How should companies deal with emerging issues like international background investigations and continuous Infinity screening of current employees   **Human Resources Kit For Dummies** Max Messmer,2012-11-08 Align HR practices with your objectives and keep your company competitive A company s ability to grow and stay on top of customer demand has always depended heavily on the quality of its people Now more than ever businesses recognize that finding and keeping a highly skilled and motivated workforce is pivotal to success Maybe you re a business owner and your company is growing or you re an employee at a small to midsize company and management has asked you to take on some or all of their HR functions Either way knowing how to set up and implement successful HR practices not to mention navigating the legal minefields in today s increasingly regulated environment can be tricky Human Resources Kit For Dummies is your one stop resource for learning the nuts and bolts of HR It gives you forms and templates that you can put to immediate and productive use New information on anti discrimination legislation measuring performance hiring firing and retaining employees and training and development plans The latest info on online and social media policies Updated forms and contracts from job application forms and sample employee policies to performance appraisals and benefit plan worksheets If you re currently working in Human Resources or are responsible for employees in your business the tools presented here help you maximize the effectiveness of your own HR program   **What Every Engineer Should Know about Software Engineering** Phillip A. Laplante,Mohamad Kassab,2022-11-03 This book offers a practical approach to understanding designing and building sound software based on solid principles Using a unique Q A format this book addresses the issues that engineers need to understand in order to successfully work with software engineers develop specifications for quality software and learn the basics of the most common programming languages development approaches and paradigms The new edition is thoroughly updated to improve the pedagogical flow and emphasize new software engineering processes practices and tools that have emerged in every software engineering area Features Defines concepts and processes of software and software development such as agile processes requirements engineering and software architecture design and construction Uncovers and answers various misconceptions about the software development process and presents an up to date reflection on the state of practice in the industry Details how non software engineers can better communicate their needs to software engineers and more effectively

participate in design and testing to ultimately lower software development and maintenance costs Helps answer the question How can I better leverage embedded software in my design Adds new chapters and sections on software architecture software engineering and systems and software engineering and disruptive technologies as well as information on cybersecurity Features new appendices that describe a sample automation system covering software requirements architecture and design This book is aimed at a wide range of engineers across many disciplines who work with software

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   *Human Resources Kit For Dummies* Harold Messmer, Jr.,2011-02-25 A company s ability to grow and stay on top of customer demand has always depended heavily on the quality of its people Now more than ever businesses recognize that finding and keeping a highly skilled and motivated workforce is pivotal to success Maybe you re a business owner and your company is growing or you re an employee at a small to midsize company and management has asked you to take on some or all of their HR functions Either way knowing how to set up and implement successful HR practices not to mention navigating the legal minefields in today s increasingly regulated environment can be tricky Human Resources Kit for Dummies Second Edition is your one stop resource for learning the nuts and bolts of HR It gives you the actual tools forms templates and so on that you can put to immediate and productive use Inside you ll easily discover how to Find hire and keep top talent Create an effective compensation structure Ensure you re developing the right benefits package Encourage extraordinary performance Establish an employee friendly environment And much more This Second Edition also contains new information on anti discrimination legislation measuring employee performance firing or laying off employees and the latest training and development plans The CD ROM includes updated forms and contracts from job application forms and sample employee policies to performance appraisals and benefits worksheets With the tools and helpful information in this book you ll experience first hand how a successful HR administration reaps untold rewards Note CD ROM DVD and other supplementary materials are not included as part of eBook file   **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 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 writers   <u>Abolishing Performance Appraisals</u> 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   <u>Truth from the Valley</u> 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

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