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| REFERENCE CHECK WORKSHEET |

INSTRUCTIONS

The Reference Check Worksheet is a tool to document a reference check. **A separate worksheet must be completed for each reference contacted.**

1. Complete the candidate, person conducting reference, and reference information boxes.
2. List the questions being asked of the reference in the Reference Questions section.
3. Record information provided by the reference in the Reference Notes section.
4. File the worksheet with your selection notes and upload a copy to the candidate’s hiring record in NEOGOV if hired.

CANDIDATE INFORMATION

|  |  |
| --- | --- |
| **Candidate Name** |  |
| **Recruitment Title** |  |

REFERENCE CONDUCTED BY

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Title** |  |
| **Department** |  | **Date** |  |

REFERENCE INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference Name** |  | **Phone** |  |
| **Company** |  | **Title** |  |
| **Relationship** |  | | |

REFERENCE QUESTIONS

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REFERENCE NOTES

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