Staff reference check form

BackPR

> Call each reference yourself. Ask the same questions for every candidate, and write down what you hear, not your impressions.

Candidate

Candidate's name _____

Position _____

Checked by _____

Date _____

Reference

Name _____

Organization _____

Relationship to the candidate _____

How long and when they worked together _____

Phone or email _____

Questions

What was the candidate's role, and what did they do day to day?

_____

Did they work with children? What ages, and how did they handle the group?

_____

Tell me about a time they handled a difficult situation with a child or a parent.

_____

How reliable were they about showing up on time and following rules?

_____

How did they work with other staff and take feedback?

_____

Is there anything that would concern you about them working with children?

_____

Would you hire them again? Why or why not? _____

Result

- [ ] Recommends
- [ ] Recommends with concerns (explain below)
- [ ] Doesn't recommend
- [ ] Couldn't reach after two tries

Notes _____

Free to use and change, but not legal or medical advice. Check your state's licensing rules and your insurer's requirements, and have a lawyer review any consent or waiver language.

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