

Reference Checking Form

Checking references is where you'll gather one of your most important sources of information—how satisfied other families have been with your candidate. You want to extract as much information as you can during these checks, so be courteous, but ask enough questions to obtain a clear picture of their experience with your candidate. Listen carefully to the all responses so you may probe further, if needed.

With each reference: Introduce yourself and your reason for calling and make sure it is a good time for them to talk. If not, ask them when might be a good time to call them back or have them call you.

Candidate Name: _____

Reference Name: _____ Date/Time Message(s) Left: _____
 Date: _____

How long did _____ work for you?	
(if applicable) How many children did _____ care for, and how old were they?	
What is your overall impression of _____?	
Was _____ punctual and reliable?	
Did you find _____ to be responsible and hard working?	
How would you rate _____'s overall performance?	
Can you think of any good examples that really demonstrate _____'s performance?	
Do you mind if I ask why _____ is no longer working for you?	
What advice would you give to a family who might hire _____?	
If you had to identify an area of improvement for _____, what would it be?	
Would you recommend _____ to another family?	
Is there anything else you'd like to share about _____ that I haven't asked?	
Thank reference for their time and information.	

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