

Professional Job Reference Checking

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Sample Professional Reference Report #1 – Neutral Tone

Confidential Professional Reference Report

Reference Subject: Jim Smith	Reference Checked: Mr. Cliff Jones
Position Held: Accountant	V.P., Finance
Dates of Employment: 3/6/94 - 5/1/98	USA, Inc.

Allison & Taylor Internal Information:

Date Completed: 7/24/98	Title Confirmed? Yes
Consultant: Tiffany	Dates of Emp. Confirmed? Yes

Performance Evaluation Questionnaire

Oral Communications: SB	Financial Skills: SB	Key: 1=Inadequate 2=Poor 3=Satisfactory 4=Good 5=Outstanding NC=No Comment SB=See Below NP=Not Applicable
Written Communications: SB	Technical Skills: SB	
Interpersonal Relations: SB	Productivity: SB	
Employee Relations: SB	Decision Making: SB	
Leadership: SB	Crisis Management: SB	
Short Term Planning: SB	Personal Integrity: SB	
Long Term Planning: SB	Overall Performance: SB	
Managerial Skills: SB		

Interview / Correspondence:

Are you able to enthusiastically recommend this person?

"I'm really not supposed to say anything."

Is this person eligible for re-hire within your organization?

"I wouldn't know."

Could you fully describe the circumstances and reason for the separation?

"According to our agreement it was a mutual separation."

Could you describe any strengths and / or weaknesses of this individual?

"I'd rather not comment."

Could you suggest anyone else that I should speak to regarding this individual?

"You probably should speak with the VP of HR. He's handling this."

Additional Notes and Comments:

After leaving several messages for Mr. Jones he was finally available on the eighth attempt. Please note that Mr. Jones was out of the office for one week. Upon explaining the reason for my call, Mr. Jones asked what employee I was calling about. After hearing that it was Mr. Smith, Mr. Jones immediately indicated that my inquiry be referred to HR. After a bit of persistence on my part, Mr. Jones did offer the above comments although he did refuse to comment on the performance evaluation questionnaire. When asked if Mr. Jones' ability to answer these questions was a matter of company policy or specifically directed to Mr. Smith, Mr. Jones became very uncomfortable and stated, "You really need to speak with our VP of HR, Bill Robertson. I just can't say anything else."

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Sample Professional Reference Report #2 – Negative Tone

Confidential Professional Reference Report

Reference Subject: Jim Smith
Position Held: Accountant
Dates of Employment: 3/6/94 - 5/1/98

Reference Checked: Mr. Cliff Jones
V.P., Finance
USA, Inc.

Allison & Taylor Internal Information:

Date Completed: 7/24/98
Consultant: Tiffany

Title Confirmed? Yes
Dates of Emp. Confirmed? Yes

Performance Evaluation Questionnaire

Oral Communications: 2	Financial Skills: 4	Key: 1=Inadequate 2=Poor 3=Satisfactory 4=Good 5=Outstanding NC=No Comment SB=See Below NP=Not Applicable
Written Communications: 4	Technical Skills: 4	
Interpersonal Relations: 2	Productivity: 4	
Employee Relations: 2	Decision Making: 3	
Leadership: NP	Crisis Management: 2+	
Short Term Planning: NP	Personal Integrity: 3	
Long Term Planning: NP	Overall Performance: 3	
Managerial Skills: NP		

Interview / Correspondence:

Are you able to enthusiastically recommend this person?

"Technically, he knows his job well. If the position involved little interaction with other people and he wasn't supervising anyone, then yes."

Is this person eligible for re-hire within your organization?

"I'm not sure. You'd have to ask HR."

Could you fully describe the circumstances and reason for the separation?

"Jim had a personality conflict with one particular co-worker as well as the Manager of Accounting. We agreed that it was better for all if he left. I think that technically he resigned, but I'm not sure."

Could you describe any strengths and / or weaknesses of this individual?

"He's a good accountant, but he has a strong personality and can't control it at times. That can be a strength but also a weakness."

Could you suggest anyone else that I should speak to regarding this individual?

"You can call HR and probably Sue Williams. She's the Manager of Accounting."

Additional Notes and Comments:

On my first attempt to speak with Mr. Jones he was available to take my call. Upon explaining the reason for my call, he agreed to speak with me. His tone was professional. Please note that Mr. Jones felt that the categories in the performance evaluation marked "NP" did not apply to Mr. Smith as it was not a supervisory role. Additionally, Mr. Jones stated, "You must understand that Jim is a good accountant but he needs to learn how to handle professional relationships better. In the right environment, he could progress very well."

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Sample Professional Reference Report #3 – Positive Tone

Confidential Professional Reference Report

Reference Subject: Jim Smith
Position Held: Accountant
Dates of Employment: 3/6/94 - 5/1/98

Reference Checked: Mr. Cliff Jones
V.P., Finance
USA, Inc.

Allison & Taylor Internal Information:

Date Completed: 7/24/98
Consultant: Tiffany

Title Confirmed? Yes
Dates of Emp. Confirmed? Yes

Performance Evaluation Questionnaire

Oral Communications:2	Financial Skills:4	Key: 1=Inadequate 2=Poor 3=Satisfactory 4=Good 5=Outstanding NC=No Comment SB=See Below NP=Not Applicable
Written Communications:4	Technical Skills:4	
Interpersonal Relations:2	Productivity:4	
Employee Relations:2	Decision Making:3	
Leadership: NP	Crisis Management:2+	
Short Term Planning:NP	Personal Integrity:3	
Long Term Planning:NP	Overall Performance:3	
Managerial Skills:NP		

Interview / Correspondence:

Are you able to enthusiastically recommend this person?

"Technically, he knows his job well. If the position involved little interaction with other people and he wasn't supervising anyone, then yes."

Is this person eligible for re-hire within your organization?

"I'm not sure. You'd have to ask HR."

Could you fully describe the circumstances and reason for the separation?

"Jim had a personality conflict with one particular co-worker as well as the Manager of Accounting. We agreed that it was better for all if he left. I think that technically he resigned, but I'm not sure."

Could you describe any strengths and / or weaknesses of this individual?

"He's a good accountant, but he has a strong personality and can't control it at times. That can be a strength but also a weakness."

Could you suggest anyone else that I should speak to regarding this individual?

"You can call HR and probably Sue Williams. She's the Manager of Accounting."

Additional Notes and Comments:

On my first attempt to speak with Mr. Jones he was available to take my call. Upon explaining the reason for my call, he agreed to speak with me. His tone was professional. Please note that Mr. Jones felt that the categories in the performance evaluation marked "NP" did not apply to Mr. Smith as it was not a supervisory role. Additionally, Mr. Jones stated, "You must understand that Jim is a good accountant but he needs to learn how to handle professional relationships better. In the right environment, he could progress very well."

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Call (800) 890-5645

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Rochester Hills, Michigan (USA)

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