



AFOA CANADA

Building a Community of Professionals

PART 1
REFERENCE
Check Form

AFOA.CA



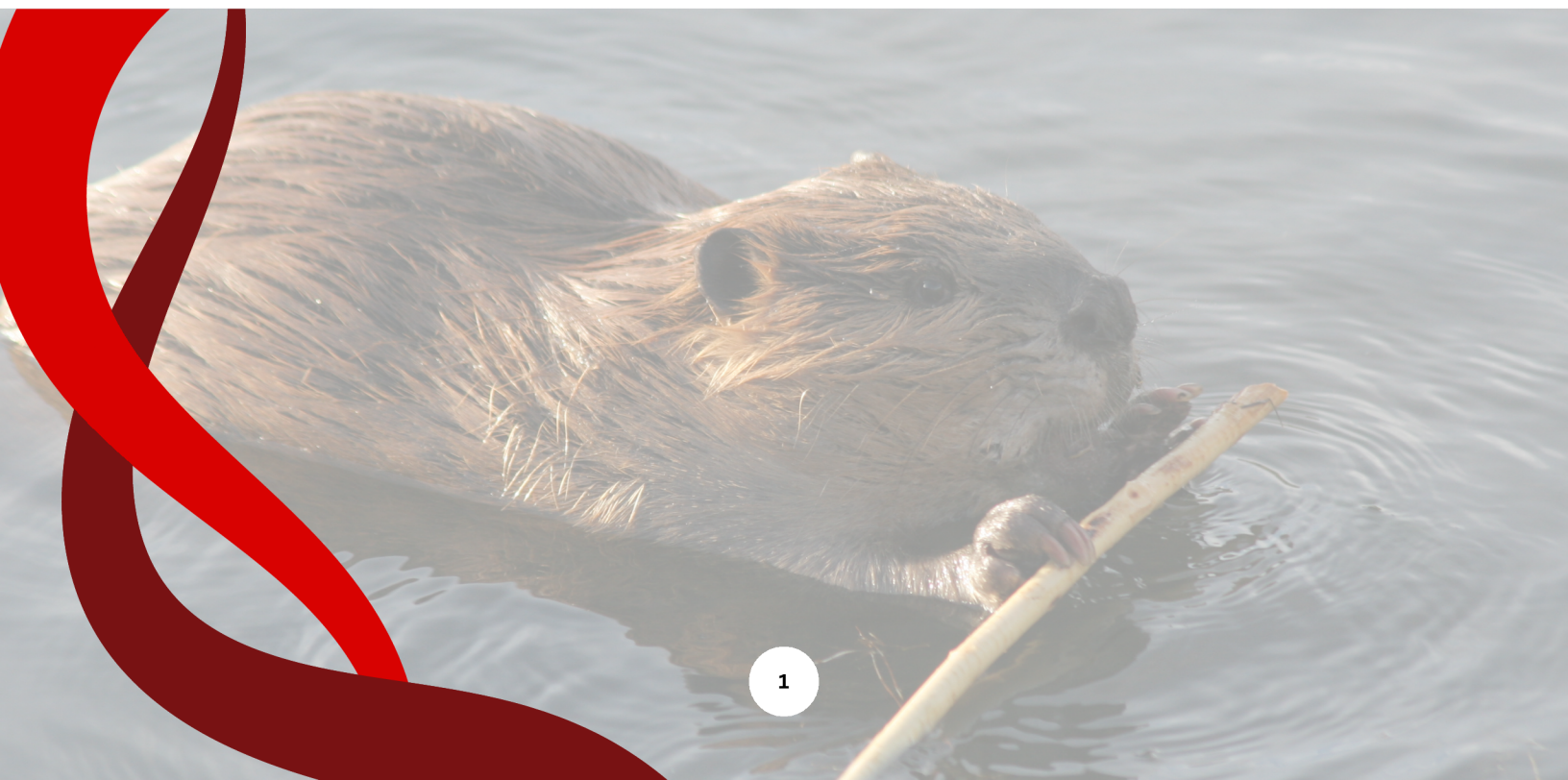


It is best practice to obtain three (3) references for a candidate, two(2) of which should be from previous or current managers/supervisors to whom the candidate reported. Character references are not encouraged for professional purposes, although volunteer references are often accepted as character references in a professional capacity.

Ideally, have a phone conversation with the referee so you can pick up on and identify the nuances of how the information is being communicated to you (are they hesitant to answer, are they careful about their choice of words, is their tone positive or leery?). You should track these notes in the Reference Check Tracker included in this package for each reference you complete (Part 2 Reference Check Toolkit).

Sometimes it can be challenging to get a hold of referees over the phone, so as a last resort, you may choose to email them the reference check form after confirming the email address provided to you by the candidate, which can often be done over voicemail exchanges.

It should also be noted that in community, a reference check may be a family member or friend, a neighbour or other relation. While in traditional Western-centric workplaces, this would not typically be accepted, or at the very least, accepted with an asterisk, it is not uncommon for people to have relationships with people from other employment experiences, including those to whom they may have reported. Make a note of any relationships they may share on your Reference Check Tracker, and consider any relevant impact or influence on a case-by-case basis.



DETAILED REFERENCE

Check Form #1

Date of Call

Time of Call

Applicant

Position Offered

Completed By

1.1 REFEREE INFORMATION

Referee Name

Position

Organization

Phone Number

Applicants Position Held

What positions did the applicant hold at your organization?

- Indicate if the position was full-time, part-time, or contract.
- Indicate the start and end date, and reason for leaving.

Position Held

FT | PT
Contract

Start Date

End Date

Primary Responsibilities

What were the primary responsibilities of the positions they held?

Key Strengths

What did they excel at as an employee?

Areas for Development

What areas could the applicant develop or improve upon?
Were these communicated to them?



Approach to Conflict

How did they handle conflict or difficult conversations?

Valuable Skills

On a scale from 1 to 5, with 1 being “poor” and 5 being “excellent”, how would you rate the applicant on the ability to:

	<i>Circle response</i>				
a) Work independently:	1	2	3	4	5
b) Solve problems:	1	2	3	4	5
c) Prioritize workloads:	1	2	3	4	5
d) Collaborate with team members:	1	2	3	4	5
e) Receive feedback and learn on the job:	1	2	3	4	5

Other Skills

Where, on the same scale, would you rate the applicant on the following skills:

	<i>Circle response</i>				
a) Written Communication:	1	2	3	4	5
b) Verbal Communication:	1	2	3	4	5
c) Computer Skills:	1	2	3	4	5

Leadership (if applicable)

Please describe the applicant’s leadership style. Can you give an example?

Are there areas needing improvement?

Rehire

Would you rehire this applicant?
If no, why not?

Other Comments

Do you wish to make any other comments?

DETAILED REFERENCE

Check Form #2

Date of Call

Time of Call

Applicant

Position Offered

Completed By

1.2 REFEREE INFORMATION

Referee Name

Position

Organization

Phone Number

Applicants Position Held

What positions did the applicant hold at your organization?

- Indicate if the position was full-time, part-time, or contract.
- Indicate the start and end date, and reason for leaving.

Position Held

FT | PT
Contract

Start Date

End Date

Primary Responsibilities

What were the primary responsibilities of the positions they held?

Key Strengths

What did they excel at as an employee?

Areas for Development

What areas could the applicant develop or improve upon?
Were these communicated to them?



Approach to Conflict

How did they handle conflict or difficult conversations?

Valuable Skills

On a scale from 1 to 5, with 1 being “poor” and 5 being “excellent”, how would you rate the applicant on the ability to:

	<i>Circle response</i>				
a) Work independently:	1	2	3	4	5
b) Solve problems:	1	2	3	4	5
c) Prioritize workloads:	1	2	3	4	5
d) Collaborate with team members:	1	2	3	4	5
e) Receive feedback and learn on the job:	1	2	3	4	5

Other Skills

Where, on the same scale, would you rate the applicant on the following skills:

	<i>Circle response</i>				
a) Written Communication:	1	2	3	4	5
b) Verbal Communication:	1	2	3	4	5
c) Computer Skills:	1	2	3	4	5

Leadership (if applicable)

Please describe the applicant’s leadership style. Can you give an example?

Are there areas needing improvement?

Rehire

Would you rehire this applicant?
If no, why not?

Other Comments

Do you wish to make any other comments?

DETAILED REFERENCE

Check Form #3

Date of Call

Time of Call

Applicant

Position Offered

Completed By

1.3 REFEREE INFORMATION

Referee Name

Position

Organization

Phone Number

Applicants Position Held

What positions did the applicant hold at your organization?

- Indicate if the position was full-time, part-time, or contract.
- Indicate the start and end date, and reason for leaving.

Position Held

FT | PT
Contract

Start Date

End Date

Primary Responsibilities

What were the primary responsibilities of the positions they held?

Key Strengths

What did they excel at as an employee?

Areas for Development

What areas could the applicant develop or improve upon?
Were these communicated to them?



Approach to Conflict

How did they handle conflict or difficult conversations?

Valuable Skills

On a scale from 1 to 5, with 1 being “poor” and 5 being “excellent”, how would you rate the applicant on the ability to:

	Circle response				
a) Work independently:	1	2	3	4	5
b) Solve problems:	1	2	3	4	5
c) Prioritize workloads:	1	2	3	4	5
d) Collaborate with team members:	1	2	3	4	5
e) Receive feedback and learn on the job:	1	2	3	4	5

Other Skills

Where, on the same scale, would you rate the applicant on the following skills:

	Circle response				
a) Written Communication:	1	2	3	4	5
b) Verbal Communication:	1	2	3	4	5
c) Computer Skills:	1	2	3	4	5

Leadership (if applicable)

Please describe the applicant’s leadership style. Can you give an example?

Are there areas needing improvement?

Rehire

Would you rehire this applicant?
If no, why not?

Other Comments

Do you wish to make any other comments?