



NATIONAL CREDIT UNION ADMINISTRATION
REFERENCE CHECK WORKSHEET

1. Candidate's Name: 2. Position (Title/Series/Grade):
3. Name/Title/Phone of Individual Providing Reference: 4. Duty Location of Position:
5. Employment Period Focus (MM/YY to MM/YY): 6. Name of Company/Institution/Agency where employed:

- 7a. Permission received to contact reference - [ ] 7b. Date/Format Permission Received - Date: \_\_\_\_ Format (email, verbal, etc.): \_\_\_\_
8. In what capacity do/did you know the candidate? [ ] Supervisor [ ] Co-Worker [ ] Other (please describe): \_\_\_\_
9. How long have you known/did you know the candidate? [ ] 1 year or less [ ] 1 to 3 years [ ] 4 or more years
10. What is/was the candidate's job title? \_\_\_\_
11. What specific duties are/were performed by the candidate? \_\_\_\_
12a. Does/did the candidate have attendance or leave problems? [ ] Yes [ ] No 12b. If yes, please describe: \_\_\_\_

- 13. Please answer the following regarding the candidate's attributes/work behaviors using a rating scale of 1-4:
1= Exceptional 2=Above Average 3= Average 4= Below Average/Unacceptable
a. Overall performance during last 2 years: Please Select One
b. Punctual and reliable: Please Select One
c. Willing to make decisions: Please Select One
d. Able to work with others: Please Select One
e. Able to work independently: Please Select One
f. Takes initiative and is motivated: Please Select One
g. Able to effectively communicate in writing: Please Select One
h. Able to effectively communicate verbally: Please Select One
Additional categories for supervisory or managerial positions:
i. Ability to lead others: Please Select One
j. Ability to manage resources: Please Select One
k. Ability to think strategically: Please Select One
l. Ability to negotiate effectively: Please Select One
m. Ability to promote innovation and change: Please Select One

- 14. What are the candidate's strong points? \_\_\_\_
15. If any, what are the candidate's weaknesses regarding job performance? In reference to the candidate's job performance, what negative aspects did he/she exhibit? \_\_\_\_
16. If any, what negative aspects or weaknesses did the candidate exhibit regarding honesty or integrity that may affect job performance? \_\_\_\_
17. Give me an example of how the candidate exhibited his/her ability to work with others and resolve issues with team members. \_\_\_\_

Supplemental Questions

(At this point you should consider asking any questions to validate specific experience or skills the candidate detailed in his or her resume or mentioned in the interview that is relevant to the position. Two have been provided below, if you need additional, please attach to this worksheet.)

- 18a. Supplemental Question 1:
18b. Response 1: \_\_\_\_
19a. Supplemental Question 2:
19b. Response 2: \_\_\_\_

- 20. Individual providing reference would not provide any specific information. Check here [ ] and ask last four questions below.
21. Would you rehire the candidate? [ ] Yes [ ] No If not, why? \_\_\_\_
22. If no longer in your employment, what were the circumstances surrounding his/her departure? \_\_\_\_
23. (Describe the position for which the candidate is being considered.) Would you recommend the individual for such a position? If not, why?
\_\_\_\_
24. Do you have any additional comments to add? \_\_\_\_

Reference Check Completed by:
Printed Name Signature Date