

## Employment Reference Questionnaire

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Name of applicant: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Name of reference: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Date called: \_\_\_\_\_

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[*Applicant*] has applied for employment with the City of Medford and has listed you as a previous [employer/manager]. Part of our employment process is to check past employment references. Do you have a few minutes for me to ask you some questions?

1. Are you able to verify dates of employment?
  - A. [*Applicant*] has listed that he/she worked for [past company] from [dates of employment].
  - B. During that time, what was your working relationship with [*applicant*]?
  - C. How long have you known the [*applicant*]?
  - D. What was [*applicant's*] reason for leaving?
  
2. What type of work did he/she do?
  - A. What was [*applicant's*] position on the last day of employment?
  - B. Can you describe the candidate's work performance?
  
3. Is [*applicant*] eligible to be re-hired?
  
4. We've all had an opportunity to receive constructive feedback. What areas do you think [*applicant*] could improve in?
  - A. Are there certain things we should be aware of so that we could give [*applicant*] additional support, especially during the probationary period if [*applicant*] were to join us?
  
5. Is there anything else I should take into consideration before I hire [*applicant*]?

Thank you for your time, I really appreciate your help.