

**South Carolina State Forestry Commission
Reference Check**

Reference Completed by: _____ Date: _____

Person Contacted: _____ Title: _____

A former employee, (Applicant's Name) _____ is being considered for a position with the South Carolina State Forestry Commission.

H/she has consented to the release of information about his/her past employment and I would like to verify work information about this individual. (If requested, provide a fax copy of the Authority to Release Information form signed during the interview).

Organization/Employer contacted: _____

Did you supervise the applicant? _____ Yes _____ No

Dates of employment: From: _____ To: _____

Position held: _____

Why did he/she leave employment? _____

Eligible for rehire? _____ Yes _____ No

Please try to gather the following information. Some organizations may not release the information due to their internal policies.

The candidate is applying for a position that is (describe key duties/responsibilities). Do you believe the candidate's work experience with your organization demonstrates the ability to be successful in this job? Why or why not?

What were his/her strengths while working for your organization?

What areas could he/she improve upon or be more knowledgeable?

Using a 5 point scale with "5" being *Excellent* and "1" being *Needs Improvement*, how would you rate the candidate on the following?

Ability to manage time	5	4	3	2	1
Initiative	5	4	3	2	1
Judgment	5	4	3	2	1
Ability to work independently	5	4	3	2	1
Team player	5	4	3	2	1
Quality of work product	5	4	3	2	1

Is there anything I have not asked that someone considering this person for a job should be aware before making a hiring decision?

If the candidate will hold a supervisory position, ask the following question:

Did this person work in a supervisory role? If yes, if I spoke to these employees, how do you think they would describe his/her management style?

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