



## Reference Check Guidelines for Staff

These are the recommended reference questions for UMass Boston finalists. They are intended to be a guide and can be modified to meet the needs of the department and the position. Remember to give the finalist advanced notice that you will be checking his/her references. Use these guidelines when you are conducting all telephone reference checks (It is recommended that you check three references, at least one of which is a work reference), whether the finalist is an internal employee or an external applicant:

- Introduce yourself and state the purpose of your call
- Confirm that it is a convenient time to talk
- Briefly describe the position for which the applicant has applied
- Confirm the relationship between the person giving the reference and the applicant
- Verify basic duties such as job title, duties, general timeframe, salary

### SAMPLE REFERENCE CHECK QUESTIONS

Candidate's Name: \_\_\_\_\_

Reference from: \_\_\_\_\_

Reference Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone number: \_\_\_\_\_ Date: \_\_\_\_\_

1. What was the nature and length of your relationship with the candidate?
2. What was the candidate's job title?
3. What were the main job duties or responsibilities of the candidate's position in your organization?
4. Did the candidate supervise others? If yes: How do you think they would describe his/her management style?
5. How do you think co-workers would describe the candidate?
6. What are the candidate's strengths?

# Reference Check Guidelines

**Christian Drosten**



## Reference Check Guidelines:

*The Complete Reference Checking Handbook* Edward C. Andler, Dara Herbst, 2003 Studies have shown that more than half of all job applications lie on their resumes and the factors involved in reference checking have become even more complicated This guide shows how to weed out poor employees before they get in the door *The Study Guide for the HR Knowledge Exams* Bob Delaney, Adv. Dpl., BA (Econ.), PME, Ian Turnbull, BA, MBA, 2022-11-17 THE Study Guide for the CHRP and CHRL exams in Ontario With 20 years of HR exam prep experience we have helped over 20 000 HR Professionals get certified We are Canada s original supplier of HR study guides specifically designed for the Ontario HR Certification Exams Our Study Guide has been reviewed and approved by numerous recognized Ontario institutions Mandated Benefits 2017 Compliance Guide The Balser Group, 2016-12-21 Mandated Benefits 2017 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with all benefits related regulations It covers key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives across all industries Mandated Benefits 2017 Compliance Guide includes in depth coverage of these and other major federal regulations PPACA Patient Protection and Affordable Care Act HIPAA Health Insurance Portability and Accountability Act Wellness Programs ADA and GINA regulations FLSA final rule on white collar exemptions Mental Health Parity Act Executive Order 13706 Paid Sick Leave for Federal Contractors AAPs proposed and final rules Pay Transparency Act Mandated Benefits 2017 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance In addition Mandated Benefits 2017 Compliance Guide provides the latest information on Retirement Savings Plans and Pensions Pay Practices and Administration Life and Disability Insurance Family and Medical Leave Workplace Health and Safety Substance Abuse in the Workplace Recordkeeping Work Life Balance Managing the Welfare Benefits Package And much more **Mandated Benefits Compliance Guide 2016 W/ Cd** The Balser Group, 2016-01-04 Mandated Benefits 2016 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with all benefits

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