

CHECKING REFERENCES

- As a hiring manager, you are responsible for conducting reference checks. Checking references before making a final decision can save time, money, and effort, since it reduces the likelihood of making a bad hire.
- The following are tips for effectively checking references:
 - Once you have selected your candidates for a face to face interview, ask the candidate to bring to the interview a list of three professional references. Ask if you may contact all of their listed references.
 - Ensure that at least one reference is a former or current supervisor and ensure that all references are individuals who have worked with the candidate (the immediate past supervisor is usually one of your best reference sources).
 - You have the right to ask anything that is job related.
 - Ask the same set of questions for each reference check.
 - Always maintain confidentiality.
 - Disregard information about which the reference has no first-hand knowledge or that is unrelated to the applicant's skills, performance, and qualifications.
 - Always check more than one reference.
 - Conduct reference checks on all applicants you are seriously considering for the position.
 - No response does not equate a bad reference; Instead allow the candidate to follow up or provide an additional reference.