

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 6 REFERENCE CHECKS

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality that whenever new employees are being considered for hiring that reference checks take place in a fair, consistent and most appropriate manner.

Policy Objectives

1. To ensure that the most relevant references are contacted.
2. To conduct reference checks with at least three individuals, the names of whom may be supplied by the candidate.

Policy Directions

1. No position within the Region of Queens Municipality shall be offered to any candidate until thorough reference checks have taken place according to this policy.
2. Nothing in this policy shall restrict employees of the Region from conducting preliminary reference checks before deciding on a short list of candidates to offer interviews to.
3. All reference checks for a candidate shall be carried out by the same individual as soon as possible after the interview process.
4. Reference checks shall be carried out in the approved format attached as Schedule "A".
5. All completed or partially completed reference forms shall be kept on file for a period of no less than six years.

6. All reference checks shall be conducted by land-based telephone. No written references or e-mail references shall be allowed, except as back up material to telephone checks.
7. Notwithstanding Policy Direction 1, reference checks for part time employees, including seasonal workers, shall be carried out, but the Chief Administrative Officer shall have the discretion to waive this requirement for summer students, work term placements and internal promotions.

Approved by Council: July 15, 2002

REGION OF QUEENS MUNICIPALITY

REFERENCE CHECK QUESTIONS

SCHEDULE "A"

Name of Candidate _____
Position Applied For _____

Name of Referee _____
Company/Organization _____
Position _____
Telephone Number _____

1. How do you know the candidate?

2. What position did the candidate hold while you worked with him/her?

3. In that position, what were the candidate's responsibilities?

4. What specific projects did you work on with the candidate and what was the candidate's involvement?

5. What would you say are his/her strengths and can you give some examples?

6. What would you say are his/her shortcomings or weaknesses and can you give some examples?

7. How would you rate the candidate on the following items with 10 being strongly agreed, 1 being strongly disagree and NA for do not know?

- a) he/she is a team player _____
- b) he/she has excellent communication skills _____
- c) he/she puts in the extra effort needed every time to get a job done right _____
- d) he/she is well respected with his/her co-workers and colleagues _____
- e) he/she works independently with little supervision _____
- f) he/she works well under pressure and meets important deadlines _____
- g) he/she understands the relationship between elected officials and staff _____

8. If the job the candidate left was open tomorrow and he/she applied, would you re-hire him/her?

Yes _____ No _____

If No, explain why.

9. Do you have any further information or comments you would like to provide about the candidate's skills or abilities?

Reference Checked By

Position

Date

Time
