

Employment Reference Report Worksheet

Date: _____

Candidate's Name: _____

Reference Employer Company Name	Reference Person Reporting on Employment History	*Report Rating	Report Score
REPORT TOTAL			

Note: * The REPORT RATING to be inserted in this column is the "/ ", "- ", or "+ " scoring from the bottom right hand corner of each *Employment Reference Questionnaire & Checklist* forms (HR 04-95) completed on each employment Reference Check.

The Report Score Value for each employment Reference Check is as follows:

- "/ " = +2 Points on the Report Score
- "- " = -5 Points on the Report Score
- "+" = +5 Points on the Report Score

Ranking of Employment History Reference Checks based on Rating/Score:

- Perfect Candidate = 15 Points
- Good Candidate = 9 Points
- Minimal Candidate = 6 Points

COMMENTS

USE:

Following Phone Interview Screen, the Application Screen and the Interview Screen, the Employment Reference and Personal Reference Checks are the fourth step in the **FIVE STEP SELECTION PROCESS**. Like all the other screens, this step is rated using a quantifiable rating system to highlight the best possible candidates for the job.

SAMPLE