



Dos

- Email and schedule a time to conduct the reference check, keeping in mind possible time differences.
- Introduce yourself, explain why you are calling, and confirm if this is still a convenient time to talk.
- Briefly describe the position for which the candidate has applied.
- Confirm the relationship between the person giving the reference and the candidate.
- Verify basic duties such as job title, duties, salary, and dates of employment.
- Be consistent! Ask the same questions about all final candidates and weigh the information equally; what disqualifies one candidate should disqualify any candidate. You can ask individual additional questions, that may have come up during the interview process, as you try to clarify a candidate's experiences, skills, knowledge and background; be sure to balance with information that can be used to evaluate all your finalists.

Don'ts

- Don't request information about race, color, religion, gender, sexual orientation, national origin, disability, or age.
- Don't ask questions that can be answered with "yes" or "no." Be sure that all questions are open-ended and relate directly to job performance.
- Don't ask a reference any questions that you're not permitted to ask the candidate.

