


**Reference check answers**

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# Reference check answers

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As a manager supervising one or more employees, you will eventually be called upon to offer a reference check for someone who has worked for you in the past. However, giving an accurate and legally secure reference check is more complex than it seems. You need to be careful to refer only to things you know and facts that sufficiently represent an employee to whom you are no longer connected. It is vital that you comply with any legal regulations or policies to provide baseline checks. The good news is that if you follow some basic protocols, you can provide quality reference checks every time. Let your company policy be your guide first, check your company's policies to provide reference checks. These guidelines probably include most of what you need to know about how to respond to phone calls and emails regarding a previous employee. Reference checks in writing You can get the idea that reference checks are always a phone chat with former managers. Actually, it's often more like basic paperwork. HR gets a written request (or one is submitted) and then a written reference check is provided. Written references are usually in a standard format that includes basic information to confirm the facts of a person's employment such as dates, role, wages and supervisor. If you have something positive or negative to add, do it by HR before contacting the referral applicant. Never provide without the subject's approval The person you refer to should always be aware and grant permission. Never respond to a reference in your own hands without confirmation from HR. More specifically, Human Resources must approve a signed authorization document from the person being screened. Keep your basic answers à Confirm facts unless they are erased by HR and you have special information to impart, don't go into details. Confirm dates, location, paper results and salary (if permitted by the company) in order to provide a solid àSA-, they worked here and did their jobà kind of reference. Just-the-Facts referrals are the safest to provide and do not jeopardize a former employee's prospects. Provide warts recommendations When possible If you have hot and positive things to say about a former employee, clarify your comments with HR by speaking to the reference checker. Feel free to have a short and positive conversation where they talk about whether the employee worked well with their team, contributed significantly to the projects, or looked like a bright and enthusiastic employee. Speak only with your direct knowledge & experience Of course, you should speak only with the things you assisted personally or can be supported by newspaper documents. Reference controllers often ask major questions that you should not answer or ask to foresee the future. Just talk to what you've seen in a work context. Working with HR to Provide Safe Negative Referrals If you need to provide a negative referral, always do so with the Human Resources Board. You may need to A carefully written written reference instead of talking to the phone to be sure that it complies with all legal and safety standards. Some negative comments can be seen as slanders or hurt the person's ability to get new jobs if they have improved. Other times, as with threats or acts of violence, you may be obliged to tell new employers of a potentially dangerous employee. Provide only negative references through HR and never provide a negative reference only for conflicts of personality or minor performance problems. Keep your open conclusions at any time Employees change over time. They learn from their mistakes. They pass through weddings, children, divorces and losses outside the work. You could or you can not know what personal problems they went an employee when they worked for you, or how hard they worked to themselves to improve from a bad experience. In fact, you don't know even if a big employee has become less productive, or if it will be in a new work environment and who performed under your management. Confirm the facts. Forward their performance in the context of the role and work you have supervised. Always keep your conclusions on a former open open employee. People change, and you can only talk to what you saw and what your company allows you to transmit. Atlantic group recruiters can offer help with all phases of the employment process for companies and candidates. Contact the Atlantic Group team for more information or to enlist our services. A reference check is one of the most important steps of the recruitment process for any personnel company. It can provide priceless inestimates on the candidate's suitability for the location. Ultimately, you can save you from the frustration of having to take the wrong person. For a reference check to be useful, it needs to provide information that can guide an intake decision. To sell this information, the control must be carried out with accuracy, touch and precision. It's not enough to simply confirm if the reference knows the candidate. There are some critical aspects of the performance of the candidate's past, the behavior and attitude of the candidate who can be discarded during a reference check. The first step towards the sale of useful information is to know the right questions to ask. Now, there is an infinite list of questions you can ask for a professional reference of a candidate. However, in order to produce usable information, the following 9 questions cannot lose between them.1. À, what is your relationship with the candidate? This is perhaps the most important issue of all. It can determine how to judge the rest of the information provided by the reference. The report should be professional. A reliable reference should be a former working partner, preferably a supervisor or a boss. If the report is personal, then it will be difficult to get useful information about the job. A simple rule of thumb in HR circles isStay away from personal references. If the candidate cannot offer you a professional reference, then this should tell you something about them.2. How long have you worked with the candidate?This is also important. The longer the contact person has spent working with the candidate, the richer the information they can give you. Although there are no fixed rules on work periods, someone who has worked with the candidate for years can certainly provide more insight than someone who has worked with them for weeks.3. What were the titles, roles and responsibilities of the candidate?The purpose of this question is to confirm what the candidate has written in his resume. It is no secret that some candidates exaggerate their resumes in order to gain a competitive advantage. The answer to this question can give you the opportunity to accurately evaluate the candidate's resume.If the candidate had more than one assignment, investigate to find out the exact periods when he had different titles. See if they match with what the candidate wrote in their resume.It is important to keep in mind however that human memory can be fickle. As such, leave room for memory gaps; especially some years have passed by the employment relationship. However, any significant discrepancies between what the reference says and what the candidate wrote in their resume should raise red flags.4. How would you describe the candidate's performance?This is where the tire meets the road. Candidates sometimes make bold statements on their resumes. Asking this question can give a rough idea of the candidate's actual performance.For this question, you may need to probe specific answers. Do not accept generic responses such as "It was great" or "It was great". Ask for specific cases where the candidate's performance merits such descriptions.5. How did the candidate relate to bosses, colleagues and clients?This is perhaps one of the most important questions to ask. It can give you valuable insights of how candidates relate to each other. Again, don't ask to accept generic answers. Ask for specific cases illustrating the candidate's report.You can also ask follow-up questions such as: Was the candidate easy/difficult to work with? How did you handle the conflict? How did you react to the criticism? Basically, try to find information that can give you a clearer picture of the candidate's relationship with people.6. How did the candidate leave the position?The answer to this question can be both enlightening and insightful. He can tell you something about the candidate's employment history. It can also give you insights about how long the candidate can stay with the company.7. What do you think are the strengths and weaknesses of the candidate? That's a question. important. It can provide you with great information on the candidate's suitability for the current position. Can help to assess if the candidate has the ability to adapt and excel in current position.8. Current company policy, would you reject the candidate? The answer to this question is a perfect summary for the background check. In fact, if you have only one question to ask, let it be this. It's important that this question comes at the end of the conversation. It can provide the perfect lens with which to judge all the previous answers. For example, if the reference is full of praise for the candidate's track record, performance and strengths, but not the return, it should inform you that something is missing. Either way, make sure you drill to find out why they would or wouldn't rehire the candidate.9. Is there anything else I need to know before hiring the candidate? This question can uncover specific details that were not captured in the previous questions. It provides the opportunity to refer to volunteering any information you feel is important for you to know. For example, if disciplinary issues have not been covered, the reference can inform you that the candidate's disciplinary record is disturbing. Alternatively, they can inform you about something positive à such as the candidate's excellent punctuality. Ultimately, hiring the wrong person is one of the worst mistakes a company can make. According to a 2013 Career Builder survey, a wrong hiring decision can cost a business up to \$50,000. If you are the person making the hiring, a wrong hire can seriously dampen your credibility. As such, you have to do it right. A thorough reference check can greatly improve your chances of making the right rental. It all comes down to asking the right question. Above are the 9 critical questions to do the professional reference check. The answers to these questions can provide valuable information on which to base your hiring decision. In the end, they can help you identify the right candidate for the job. Therefore, the next time you need to run a background check on a candidate, simply call their professional references and ask them the above questions. At the end of the call, you will have a pretty rough idea if the candidate is also worth considering for the position. Good luck! Recruitment!

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