

JANUS YOUTH PROGRAMS, INC.

EMPLOYMENT REFERENCE CHECK GUIDE  
(For telephone use)

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reference From (Name of organization)

\_\_\_\_\_  
Person Supplying Information

Employment Relationship with Applicant: \_\_\_\_\_

Length of Association with Applicant: \_\_\_\_\_

**INTERVIEW PROTOCOL**

I would like to verify information provided to us by \_\_\_\_\_ who has applied for the position of \_\_\_\_\_ with Janus Youth Programs, Inc.

Start of Employment

End of Employment

What are the dates of employment with you? \_\_\_\_\_  
mo/yr

\_\_\_\_\_ mo/yr

What was the salary at termination? \$ \_\_\_\_\_ per year

Please describe the job functions: (and/or) The applicant states that the following tasks were performed during his/her employment with you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe areas of strength for this employee:

Please describe areas of growth for this employee:

Was employee open to feedback & supervision?

Was employee dependable & reliable in terms of both attendance & job performance?

Please describe this employee's ability to work with others & to function as part of a team:  
Why did he/she leave your employment?

This employee will be working with or around at-risk youth. Are you aware of anything in this person's background that would put these youth at further risk?

Would you re-employ?  Yes  No Why Not

- If answered no, or no comment, ask: Is this person eligible for rehire at your agency/company?

Yes  No

Is there anything else that you would like to share about this applicant?

Other Comments:

Completed by: \_\_\_\_\_  
Interviewer

Recommended for Hire:  YES  NO

- See What to do when you hear, "It is our policy not to give reference information."

Oftentimes these days employers are unwilling to give information about past employees. When you are told that it is their policy not to give out information, ask the last two questions of the reference form anyway. The second of the two questions should be followed with this comment (or similar) if they do not respond: "As you are probably aware, it has become increasingly difficult to get reference information. I am sure you are also aware of the importance of our asking this question, since we are concerned about the safety of our clients and do not want to be negligent, nor accused of negligence, in our hiring process. I need you to know that should we hire this person and discover there was something we should have been told by you, you will be held accountable for not telling us. I don't mean this to be a threat, I just want you to have the information and be able to document that I have given it to you. Is there anything you would like to add?"

If the person still does not give you any information, ask if they do employee evaluations. If they say yes, say that you assume this evaluation is available to the employee(?). If they say yes, you may request the prospective employee provide you a copy of the evaluation. This may give you what you need to make a more solid hiring decision.

Call Linda Murphy at 503-542-4610 or Melissa Allen at 503-542-4615 if you need assistance with this process.