

References

- Person who checks references should submit notes from those communications with the date and name of the person contacted as a reference, as well as their name (name of the person who is contacting the reference). Ex: Joe called Sue to check a reference on Molly. The reference notes should include:
 1. Molly's name as the candidate
 2. Sue's name as the reference
 3. Joe's name
 4. Date
- Minimum of two references should be contacted, with at least the current and one previous supervisor
- Reference Check Questionnaire may be used. It is recommended that at a minimum the following items are verified during the reference.
 1. Employment dates
 2. Position title
 3. Duties
 4. Performance (work experience, KSAs, competencies)
 5. Any license, certification or degree the candidate claims to possess
 6. Whether they would rehire the candidate
- Include the references with the documentation uploaded to Hirezon