

**S.C. State Fiscal Accountability Authority
Reference Check**

Reference Completed by: _____ Date: _____

Person Contacted: _____ Title _____

A former employee, (Applicant's Name) _____ is being considered for a position with the South Carolina Fiscal Accountability Authority.

He/she has consented to the release of information about his/her past employment and I would like to verify some information about him/her. (If requested, provide a fax copy of the Authority to Release Information from the back of the State Application Form.)

Organization/Employer contacted: _____

Did you supervise the applicant? ____ Yes ____ No

Dates of employment: From: _____ To: _____

Position held: _____

Why did he/she leave employment? _____

Eligible for rehire? ____ Yes ____ No

Please try to gather the following information. Some organizations may not release the information due to their policies.

I understand he/she was making approximately \$ _____ Is that correct? Yes ____ No ____

The candidate is applying for position that will (describe key duties/responsibilities). Do you believe the candidate's experience with your organization demonstrates the ability to be successful in this job? Why or why not?

What were his/her strengths?

What areas could he/she improve upon or be more knowledgeable?

Using a 5 point scale with “5” meaning Excellent and “1” meaning Needs Improvement, how would you rate the candidate on the following?

Ability to manage time	5	4	3	2	1
Initiative	5	4	3	2	1
Judgment	5	4	3	2	1
Ability to work independently	5	4	3	2	1
Team player	5	4	3	2	1
Quality of work product	5	4	3	2	1

(If the candidate will hold a supervisory position, ask the following)

Did this person work in a supervisory role? If yes: If I spoke to those employees, how do you think they would describe his/her management style?

Is there anything I haven't asked that someone considering this person for a job should be aware of before making a hiring decision?
