



This is only a SAMPLE professional reference verification report

PROFESSIONAL REFERENCE VERIFICATION - EMPLOYMENT SCREENING REPORT

Requested:	6/21/2015	Completed:	6/23/2015
Prepared for:	Screening Intelligence LLC	Send Copy to Applicant:	YES
Prepared by:	HREmploymentScreening.com		
Name of Applicant:	Doe, John	Applicant ID:	20150621006

[View General Release](#) Click View General Release link to view the General Release
[RELEASE ORDER](#) Click RELEASE ORDER link to allow the applicant to view and dispute the results.

PROFESSIONAL REFERENCE VERIFICATION REPORT

Complete

Reference Name: Joe Smith
Reference Phone Number: 903.XXX.XXXX
Reference Provider State: MA

Comments: The reference contact has answered some or all reference questions.

Reference Questions

How long have you known the applicant?
 What was the applicant's job and the nature of his/her duties?
 When he/she begins a task, would you say that he/she carries it through to completion?
 What would you say is his/her greatest strength?
 What could he/she do to improve their job performance?
 How did he/she show initiative or leadership in his/her job?
 Is he/she dependable?
 How did he/she get along with his/her Associates?
 In your opinion, has he/she ever shown a propensity for violence or dishonesty in the workforce?
 In your opinion, if you were responsible for the hiring process, would you consider him/her eligible for rehire?

Reference Answers

9 yrs
 Director of Marketing
 Yes
 Gets Job done right and in a timely manner
 Could not think of anything
 Not afraid to delegate, good team leader
 Yes
 Very well
 No
 Yes

Call History:

6/21/2015 5:12:32 PM	NR: In Progress; NR Order Received. Validating Contact Information
6/22/2015 11:44:45 AM	MG: IN PROGRESS; MG: [903-xxx-xxxx]; called 903-xxx-xxxx number goes straight to contact, l/m in v/m with app's info to call back for professional reference 1st attempt.
6/23/2015 9:26:45 AM	MG: Complete; MG: [903-xxx-xxxx] called 903-xxx-xxxx

Status: COMPLETE

End of Professional Reference Verification Report

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