

JANUS YOUTH PROGRAMS, INC.

EMPLOYMENT REFERENCE CHECK GUIDE  
(For telephone use)

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

\_\_\_\_\_  
Date

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

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

**INTERVIEW PROTOCOL**

Please ensure you have a signed Janus Application before you start the Reference Check process. Janus requires 2 references from past supervisors for all external hires, this can include supervisors of volunteer positions or internships. If an internal hire, please be sure to speak with their current Janus supervisor (the Janus reference does not have to be a formal reference)

When calling References, introduce yourself and briefly describe the position that the applicant has applied for at your program.

Questions for Reference:

How do you know \_\_\_\_\_?

How long have you known the applicant?

In what capacity do you know them? (supervisor, coworker, etc)

Can you tell me a bit about their role at your organization, what were their work duties?

How would you characterize their work style, skills, and abilities?

What would you say are the applicant's strengths?

What would you say are areas for growth, development, or improvement?

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 they 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?

(Any other questions for specific follow-up to interview or specific to skills required for position).

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

Suggestions for Reference Checks when References are hard to reach or only give dates of employment:

- If the reference will only give dates of employment, always ask if the applicant is eligible for rehire at their agency. You can also ask if the Reference will give more information if you fax/email them a signed release (A signed Janus Application is a release to speak to former employers)
- Engage the applicant in the process to reach out to supervisors you have not heard back from
- Ask the applicant if they can request copies of their past Performance Evaluations from the agency
- Try to get the reference completed via email

Call Colin Skinner at 503-542-4609 if you need assistance with this process.