

Arizona State Personnel System

PRE-EMPLOYMENT VERIFICATION AND REFERENCE CHECK FORM

See ASPSP/HRD-PA3.03, Application for Employment; Pre-employment Reference and Background Check policy for instructions and additional clarification. **Hiring agencies shall verify a candidate's most recent 5-year work history. Do not conduct a pre-employment check without a completed and signed Application for Employment form from the respective candidate confirming you may contact the current and/or previous employers.**

| | | |
|----------------|----------------------------------|----------|
| Candidate Name | Being Considered for (Job Title) | Job ID # |
|----------------|----------------------------------|----------|

Section A (Employment History and Reference Checks)
Note: Make a copy of this section if more than one reference is required

| | | | | |
|-------------------------------------|---|------------------|--------|-------------|
| Person Contacted and Position Title | | | | |
| Phone Number | <input type="checkbox"/> Immediate Spv. | Work Nbr./Equiv. | HR Rep | Other |
| Organization Name & Location | Date of Contact | Last Rate of Pay | | |
| Candidate's Job Title | Confirm Candidate's Dates of Employment | | | |
| Reason for ending employment | Current State Employee? | No | Yes | If yes, EIN |

If additional space is needed, document below or on Page 2 under the Additional Comments Section

Briefly describe the duties and responsibilities the candidate is/was responsible for.

What do you believe are the candidate's strengths and skills?

How would you describe the candidate:

Ability to work well with coworkers, subordinates (if applicable), supervisors/management?

Attendance, punctuality, and reliability? Capacity for discretion, good judgment, decision making and problem solving?

Were/are they in a supervisory/management role? If yes, how would you characterize their supervisory/management skills?

Were/are there any behavioral or performance issues or any areas of development or coaching needed? If yes, what are they?

Is there any other pertinent performance information about this candidate that we should consider?

Would you rehire this candidate into your organization? No Yes If no, why not?

Additional Comments:

Section B (Degree, License or Certification)

Note: Optional, if not required for position. If more than two institutions/organizations are contacted, annotate below in Additional Comments.

| | | |
|---|-------------|---------------------------|
| Type of degree, license or certification | | Expiration date |
| Name of School or credentialing organization | | Date information verified |
| Is license or certification still in good standing? | No Yes | |
| Type of degree, license or certification | | Expiration date |
| Name of School or credentialing organization | | Date information verified |
| Is license or certification still in good standing? | No Yes | |

Section C (Personnel File Review and Performance Appraisal Scores)

Note: This section is required if the candidate is a current or former Arizona State Personnel System Employee

| | | |
|-----------------------------------|----------------------|--|
| Rating Period | <input type="text"/> | Noteworthy comments |
| Overall Score | <input type="text"/> | |
| Rating Period | <input type="text"/> | Noteworthy comments |
| Overall Score | <input type="text"/> | |
| Commendations | No Yes | If yes, date and type |
| Disciplinary or Dismissal Actions | No Yes | If yes, date, action and reason for action |
| Date SPS Personnel File reviewed | | Name/signature of file reviewer |

Additional Comments:

(Additional responses to questions, evaluation comments or attempts to demonstrate due diligence in obtaining reference checks)

Pre-employment Check Completed By

| | |
|--------------|------|
| Printed Name | Date |
| Signature | |