



## Personnel File Review

*Personnel File reviews are recommended for candidates currently or previously employed by the University of Kentucky. Contact your Employment Specialist or Consultant to request access to candidate's Personnel File. We also recommend contacting Employee Relations or STEPS, if appropriate, to request any additional information regarding your potential new hire.*

**Candidate Name:** \_\_\_\_\_ **Date File Reviewed:** \_\_\_\_\_

**Performance Evaluation** Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Review Period: \_\_\_\_\_ Overall Score: \_\_\_\_\_

Overall Strengths:

Overall Weaknesses:

**Performance Evaluation** Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Review Period: \_\_\_\_\_ Overall Score: \_\_\_\_\_

Overall Strengths:

Overall Weaknesses:

**Performance Evaluation** Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Review Period: \_\_\_\_\_ Overall Score: \_\_\_\_\_

Overall Strengths:

Overall Weaknesses:

**Performance Evaluation** Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Review Period: \_\_\_\_\_ Overall Score: \_\_\_\_\_

Overall Strengths:

Overall Weaknesses:

**Other Documents:** \_\_\_\_\_ **Comments:**



## Candidate Reference Check

*Reference checks are an important part of the selection process. HR Employment recommends that you conduct 2 to 3 reference checks on your top candidates.*

**Candidate Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reference Name:** \_\_\_\_\_ **Interviewer:** \_\_\_\_\_

**Opening the Reference:**

- Introduce yourself by providing your name and position.
- State the reason for the call, verify it is a good time to talk, and assure confidentiality.
- Determine in what capacity the reference has interacted with candidate (co-worker, supervisor, other).

**Reference Questions:** *(choose 3 to 4 questions per reference check; it's important to be consistent by asking the same questions overall when conducting references for multiple candidates)*

1. [Customer Centered] Have you had an opportunity to observe <candidate's name> providing exceptional customer service on a consistent basis? If so, tell me about a specific interaction.
2. [Service Focused] Can you describe <candidate's name> typical approach to assisting customers or patients? Please provide me with a specific example when you observed him/her use this approach.
3. [Quality Driven] Give me an example of when you observed <candidate's name> providing accurate information/service/care to a patient or customer. How did you know it was accurate or appropriate?
4. [Resource Wise] Give me an example of when you observed <candidate's name> value another person's time by assuming an appropriate sense of urgency.
5. [Growth Oriented] Give me an example of when you observed <candidate's name> learn and apply a new skill.
6. [Teamwork] Give me an example of a time when you observed <candidate's name> demonstrating excellent team member behaviors.
7. [Decision Making] Describe a situation when <candidate's name> took steps to identify or understand a complicated problem in order to solve it.
8. [General Question] Has <candidate's name> ever been warned, disciplined, or terminated for absenteeism or tardiness?

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**Closing the Reference:**

- Would you hire or rehire this individual? Yes / No
- Is there any additional information you can or would like to share about the candidate?
- Thank the reference for their time and reassure confidentiality.

**FOR A CUSTOMIZED REFERENCE CHECK, PLEASE CONTACT YOUR DEDICATED EMPLOYMENT CONSULTANT.**