

Reference Verification Sample Report
Profile Information

Name: John Smith
SSN: 123-45-****
DOB: 01/01/****

The following are included in this report:

Search Type	Detail	Status
Reference Verification	Jane Doe	Complete

Professional Reference Verification

Name Searched John Smith
DOB 01/01/****
SSN 123-45-****
Search ID 771827
Date Ordered 04/30/2012
Date Completed 05/01/2012
Status Complete

Information Provided

Reference Name Jane Doe
Reference Type Professional
Relationship Professional
Phone Number (123) 456-7890

Information Verified

Reference Contacted Jane Doe
Phone Number (219) 614-7353
Reference Type Professional
Relationship Professional
Comments PROFESSIONAL REFERENCE QUESTIONNAIRE

SUBJECT: John Smith
REFERENCE NAME: Jane Doe
DATE: 05 / 01 / 2012

Time Known?

*I have known Mr. Smith for approximately 35 years. In that period of time, my relationship with him has included friends, informal consultant to me and as co-workers.

Have you ever worked together? If yes, where and for how long?

*Yes, from 1990 to 1993 we both taught at Purdue University Calumet.

Your Position?

*Instructor in political science.

His Position?

*Visiting instructor in finance.

Why did this individual leave the company (if they are still employed, please state "current")?

*He did not leave Purdue. In fact during the time he was fully employed in management. The demands of the full-time employment were such that he could not prudentially do both in the quality that he wanted.

Please describe his key responsibilities in his most recent position/role.

*Although, we did not work together in his latest position, I know that he worked for the CEO of one of the largest, if not the largest, hospital organization. His responsibilities were management related including interaction with doctors, insurance companies, and others especially as it related to accounts receivables.

How would you describe his reliability and punctuality?

*In the 35 years that I have known Mr. Smith in a variety of situations, I can only report that he was exceptionally reliable for everything that he committed to. As part of that experience I can also say that he was always punctual.

To the best of your recollection, did he have unexcused absences or tardiness issues during the last year?

*None that I know of. It is not an area that I would have knowledge about.

Please describe his relationships with coworkers and supervisors.

*In my three years of working with him he had fantastic rapport with his coworkers as well as his students in finance courses. One has to realize that the students we have are as diverse as the planet. This diversity that he worked exceptionally well with includes various racial, ethnic, and socio-economic backgrounds. His ability to connect with these students, I must say was remarkable. I personally tried to talk him into a career in teaching at that time.

How would you describe his attitude and outlook at the workplace?

*He is one of the most optimistic people I know. He is good at coming up with good ideas for direction for a group or a company.

Please describe his productivity and commitment to quality.

*From my knowledge of him over a long period of time and in various situations, I can attest to his work ethic commitment to work and producing so that the bottom line is always a consideration. I have never known him to short change anything when it came to quality.

What are his most significant strengths?

*His communication skills whether one on one or with a group.

What are his most significant weaknesses?

*Being very much of a go getter, can be a problem at times.

What is your overall assessment of this individual?

*Mr. Smith is an absolute find for any company who has the opportunity to acquire his services. He is one of the best intensive working individuals I have ever known, especially when it comes to strategic planning and group dynamic leadership.

Would you recommend his for a position with another company? Why or why not?

*Without any qualifications, I would absolutely recommend him to any company which was fortunate to get him. At bottom line, he is one of those individuals who understand the bottom line and the need to achieve productivity and results. All of this with the most optimistic view of most anyone I have known.

Would you rehire his? Why or why not?

*This question is not applicable to me. I have already stated that if I had a company again I would hire him hands down.

Are there additional comments you would like to make? Is there a question I should ask that I may have missed?

*No

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