

# Bardon Doctors Centre

## VERBAL REFERENCE REPORT Form HR 2.0

Candidate Name: \_\_\_\_\_

Position Applied For: Clinical assistant / Nurse / Receptionist  
\_\_\_\_\_

Previous Employer: \_\_\_\_\_

Referee Contacted: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to candidate: \_\_\_\_\_

- ✓ Two verbal references must be sought.
- ✓ One of the verbal references should be the most recent or current employer.
- ✓ Reference Reports to be sought from work related referees who have supervised the person.
- ✓ Reference Reports to be strictly confidential.

What position did the candidate hold in your practice? (include status F/T, P/T, CAS)

Can you confirm the dates of employment?

From:

To:

Can you describe the major duties/responsibilities involved in this position?

Would you please identify the candidates' overall strengths/achievements?

Are there any areas of (the candidates') performance/behaviour which could be improved?

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How would you describe the candidate's relationships with

- Patients
- Other staff
- Allied health professionals
- Doctors

How tolerant was the candidate of other people's views/behavior?

How did the candidate handle conflict in the workplace?

How reliable is the candidate?

Were you ever concerned about absenteeism/punctuality?

Have you ever had reason to question (candidate) honesty or ability to keep matters confidential?

How would you describe (candidate) time management skills and his/her ability to prioritize tasks?

How did the (candidate) cope working under pressure, and please identify what were his/her reactions?

If the situation arose, would you re-employ (candidate)?

If not, why?

Further comments: Please comment on managerial skills

**Reference check completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_