

REFERENCE CHECK SCRIPT #1

Introduction: *“Good afternoon, (name), this is (name). I’m a (role) with (firm).”*

Body: *“The reason for my call is twofold. One, I am working with (name of candidate) regarding a career move. He has given me your name as a reference. A key part of our service is to thoroughly check our candidates to ensure we are making the right fit between the candidate and the client company. I’m looking for your perspective on (name)’s work performance, management skills, knowledge of his industry, personal motivation, and so on, so that we can be sure of the best possible fit.*

Second, my specialty is placing (FILL) and since you and I have not had the opportunity to work together in the past, I’d like to get a better understanding of where you are at personally as well as where your firm is headed professionally. Let’s start with talking about (name of candidate).”

Proceed with the reference check and subsequent dialogue.