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## Character Reference Report Summary

- Advanced technology allows for more in-depth investigation into verifiable information about your applicants, but interviewing references remains the only way to obtain others' personal perceptions of your applicants.
- This information can help you make hiring decisions that reflect your organization's business and ethical values.
- Average turnaround times for personal reference reports are 1-3 days.

## Features

- A personal character reference requires the name and phone number of the reference. Additional information also can be entered online, including address, city, state and how long the applicant has known the reference.
- Once contacted, the reference information is verified and / or completed while the following questions are asked:
  - How long have you known the applicant?
  - What can you tell me about the applicant's reason for changing jobs?
  - If provided the opportunity, would you hire the applicant? Why or why not?
  - What can you tell me about the applicant's personality?
  - What can you tell me about the applicant's work ethic?
  - How reliable is the applicant?
  - What can you tell me about the applicant's ability to get along with peers and supervisors?
  - What are the applicant's strengths?
  - What are the applicant's weaknesses?
  - What areas can the applicant improve upon?
  - What else can you tell me about the applicant?
  - What is your relationship with the applicant?
- All information is then logged in the Character Reference Report, for immediate viewing.



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