

REFERENCE CHECK FILE NOTE

Where a reference check form is not used, this file note should be used to make a record of the reference check. Store this completed form on Taleo.

Date reference completed:	
Candidate name:	
Position name advertised:	
Referee name:	
Referee organization:	
Brief comments/ remarks/ summary of the reference check:	
Name of person completing the reference check:	
Signature of person completing the reference check:	