



ESS Reference-Check Worksheet

POSITION INFORMATION

Company Name:

ESS Account Number(s)

Job Title / Classification:

Date Created or last updated:

Created or Updated By:

Phone:

NOTE: All information provided to ESS about your company, its work environment, job descriptions, and any other information is held in confidence.

TIPS: Use one worksheet per position, or, if you have numerous related positions that fall within a certain classification, you may wish to fill out one form per classification rather than position. If other ESS requesters also screen for the same positions, you may wish to consult and collaborate on the answers below before submitting to ESS. Be sure that the job title or job classification listed above matches the "Position being considered for" on the screening request form submitted to ESS.

Job Description

✓ If possible, please provide a job description with the completed worksheet. If that is not possible, please provide a **Statement of Purpose and Objectives** - a general statement, summarizing in three or four sentences, the purpose or objective of the position.

Keys to Success

On paper, many applicants claim to have the right skills, experience, and education, but to be successful in this position, the applicant will definitely have to demonstrate competency in these three areas:

(Examples: meet specific outcome goals...; resolve conflicts by...; be flexible by...; show leadership by....)

Communications

Communication skills are important in every job, but in this position, a successful employee must definitely be able to:

(Examples: take instructions and...; make presentations; turn in written reports; explain technical issues)

Supervisor Roles

A successful employee in this position will have to manage or supervise about _____ people in the following ways:

The employee will report to _____ and will be supervised in the following ways:

(Examples: an on-site supervisor, close/limited supervision; different managers/departments, off-site manager;)



ESS Reference-Check Worksheet (cont)

Teamwork Roles

Working together as a team is essential in every business, but in this position, a successful employee really has to be able to:

(Examples: collaborate with team members, departments...; deal with diverse opinions by)

Company Culture

This position in our company is probably unique from a similar position in other companies in that:

People are more likely to be successful and enjoy the work here if they:

Expectations Not Met

When I think for a minute about people who were not successful in this position, it was primarily because they:

Usually we know relatively soon when a person is not going to be a good fit in this position because:

Objectives

In addition to information provided above, the ideal candidate for this position will be able go above and beyond the minimum objectives by:

Feel free to submit specific questions that you would like asked of References of Applicants in this position.

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**Please return the job description and Worksheet to:
John Beaudette at johnb@employscreen.com or Fax (866) 384-5669**