

Reference Check Guide

Staffing & Recruitment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds a reference-check approach — who to contact, questions, verifying legitimacy and reading between the lines — to validate candidate history and fit. Use it to check references well. For the full process use the Background Verification Process.

Purpose of this tool & output

Run reference checks that reveal the truth

How the output is used

Use it to run reference checks that reveal the truth — a reference check guide with the questions that surface real signal.

Important cautions

References require consent and verification that the referee is genuine (candidates sometimes supply fake references). Treat references as one input among many and interpret guarded or evasive answers carefully. Handle the information confidentially and fairly.

Companion documents

- Background Verification Process
- BGV Policy & Consent
- Document & Credential Verification
- BGV Vendor Selection
- Resume Fraud & Red-Flag Detection

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.