



Reference Check Form

Management Division—Talent Acquisition

Candidate Name	Position Applied For
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CO/Agency Contacted: _____ Phone: _____
(10-digits)

Person Contacted: _____ Title: _____

Working relationship to the candidate: _____

REMINDER: The legal division requests that when obtaining references, we verbally inform the contact person that the reference will be kept in confidence. The confidentiality statement will better support the Privacy Act and future requests by applicants for information obtained through a reference.

1. What position did the candidate hold with your company?

What were the dates of association?

2. Describe the duties the candidate performed in this position.

3. How would you describe the candidate's overall performance, (ability to follow directions, follow-through on assignments)?

4. How well did the candidate get along with colleagues, team members and other stakeholders (i.e. teamwork)?

5. How was the candidate's decision-making ability and ability to work independently?

6. Describe the candidate's written and verbal communications skills.

7. What duties did the candidate perform best?

8. What areas could have been improved?

9. What was the candidate's reason for leaving (if applicable)?

10. Anything else you would like to add that would help us in making our decision?

11. Would you re-hire, and if not why? Yes No
Please explain your answer

Reference Check conducted by:	Date Completed: _____ (MM/DD/YYYY)
Hiring Manager:	Division: _____

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Privacy Act Statement for Applicant Information Provided to the Board of Governors of the Federal Reserve System

PURPOSES

The information you provide is being collected to determine your qualifications, suitability, and availability for employment with the Board of Governors of the Federal Reserve System (“Board”) or, if you are a current Board employee, for transfer or promotion.

AUTHORITY

This collection of information is authorized by sections 10 and 11 of the Federal Reserve Act (12 U.S.C. § 244 and 248(l)) and Executive Order 9397 (Nov. 22, 1943).

EFFECTS OF NONDISCLOSURE

Applying for employment with the Board is voluntary. If you choose to apply for employment with the Board (including for existing Board staff applying for other positions at the Board), you will be asked to provide information that is mandatory (for example, qualifications and position for which you are applying) and optional (for example, certifications, professional licenses, schedule preferences, and some work/personal details). It is in your interest to provide complete information as omission of information means you may not receive full consideration for a position for which this information is needed.

ROUTINE USES

The information you provide will be stored in the system of records entitled “BGFRS-1: FRB—Recruiting, Placement, and Onboarding Records.” All or part of the information may be disclosed outside the Board in accordance with routine uses, A, B, C, D, E, F, G, H, I, and J (see “General Routine Uses of Board Systems of Records” available at <https://www.federalreserve.gov/files/SORN-page-general-routine-uses-of-board-systems-of-records.pdf>).

Furthermore, all or part of the information may be disclosed outside of the Board in order to disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested), or when necessary to obtain information relevant to a Board decision to hire or retain an employee, issue a security clearance, conduct a security or suitability investigation of an individual, classify jobs, let a contract, or issue a license, grant, or other benefit.