


Candidate: **Robert West**
Template: Generic Professional / Office Worker
Completed: Jun 25, 2021
Prepared for: Mike Russiello
Company:



Pre-Employment Reference Check

An automated reference check collects input from one or more raters regarding a candidate's job performance in their current and past roles. This report includes a summary of collected ratings and comments, with an embedded interview guide. Note that these results should always be used as a part of a balanced candidate selection process that includes independent evaluation steps, such as interviews and assessments.

Reference Check Information

Reference Check Information		
Candidate:	Robert West	
Status:	Completed	
Score:	8.1	
Email:	robert.west43@gmail.com	
Country:	United States	
Title:	Staff Assistant	
Template:	Generic Professional / Office Worker	
Candidate Complete Date:	6/25/21, 3:08 PM	
Candidate time from First to Last Reference:	9 Minutes	
Candidate Time to Complete:	20 Minutes, 8 Seconds	
Completed:	6/25/21, 3:53 PM	
Initiated By:	Mike Russiello	
Organization:		
References by Role:	Supervisor or Manager:	2
	Peer:	3
	Subordinate:	0
	Other or Unknown:	0

Competency Summary











Competency	Candidate	Others
Honesty and Integrity <i>Job requires being honest and ethical.</i>	10	9.8
Attention to Detail <i>Job requires being careful about detail and thorough in completing work tasks.</i>	7.7	9.4
Teamwork <i>Job requires being pleasant, cooperative, sensitive to others, easy to get along with, and having a preference for associating with other organization members</i>	7.3	7.7
Maturity and Emotional Stability <i>Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.</i>	7.7	7.6
Administrative and Clerical Skills <i>Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.</i>	7.8	8.2
Reliability and Dependability <i>Job requires being reliable, responsible, and dependable, and fulfilling obligations.</i>	8.9	7.7
Corporate Citizenship	6.8	6.3













References













Name	Role	Contact Info	Status	Score
Laurie Billington	Peer	Ljbillington111@yahoo.com OK to Contact OK to Recruit	Completed 6/25/21, 3:36 PM	7.3
Steven Henson	Peer	steven.henson@gmail.com OK to Contact OK to Recruit	Completed 6/25/21, 3:26 PM	8.4
Russiello Mike	Manager	mike.Russiello@gmail.com +1 571-213-5677 OK to Contact Not OK to Recruit	Completed 6/25/21, 3:25 PM	7.6
Cassandra Stiltz	Supervisor or Team-Leader	cstiltz95@gmail.com OK to Contact Not OK to Recruit	Completed 6/25/21, 3:53 PM	8.4
Shoa Supervisor	Peer	shoatav@gmail.com OK to Contact Not OK to Recruit	Completed 6/25/21, 3:47 PM	8.7

Ratings by Question

Question	Score	Response Details
Working Relationship: Please describe your working relationship with Robert West.	Billington	We were or are peers. We worked at the Cataract County Personnel Office.
	Henson	We were or are peers. Robert and I were co-workers for 4 years.
	Mike	I was or I am his or her Manager. Robert worked in my department at the County Library.
	Stiltz	I was or I am his or her supervisor or team leader.
	Supervisor	I was or I am his or her supervisor or team leader.
Prior Role: Please confirm the general responsibilities of the role Robert West was in at the time.	Billington	That looks correct. Entered by Candidate: I worked in the personnel department. I was in charge of organizing the annual benefits enrollment across all county organizations. I prepared communications and coordinated instructions for each benefit program.
	Henson	That looks correct. I personally attended one of his seminars. Entered by Candidate: I was a marketing specialist helping with various tasks concerning our marketing efforts. Mostly I conducted seminars for customers who wanted to consider changing to our new HMO and PPO plans.
	Mike	That looks correct. He also did miscellaneous tasks that would come up from time to time. Entered by Candidate: I worked in the administration department to manage the collection across 12 large branches and 2 satellite branches. I reviewed inventory and processed orders for new books.
	Stiltz	That looks correct. Entered by Candidate: I was an office clerk supporting the Accounting Department.
	Supervisor	Looks correct, but see comments. Robert was also responsible for social media accounts. Entered by Candidate: I was a marketing specialist helping with various tasks concerning our marketing efforts. This included preparation for trade shows, copy writing, and administration of our email marketing campaigns.
Strengths: What are Robert West's main strengths as they relate to their prior role?	West	I am fast. I can focus on the task I need to do and not let anything distract me. Also, I think I am a good writer. My managers often compliment me on the quality of my writing.
	Billington	He could really concentrate. I was always impressed with how he could focus on a benefits program and read the fine print to understand exactly how it worked. He was also good at writing emails that would help our employees know what they had to do to enroll for benefits each year.

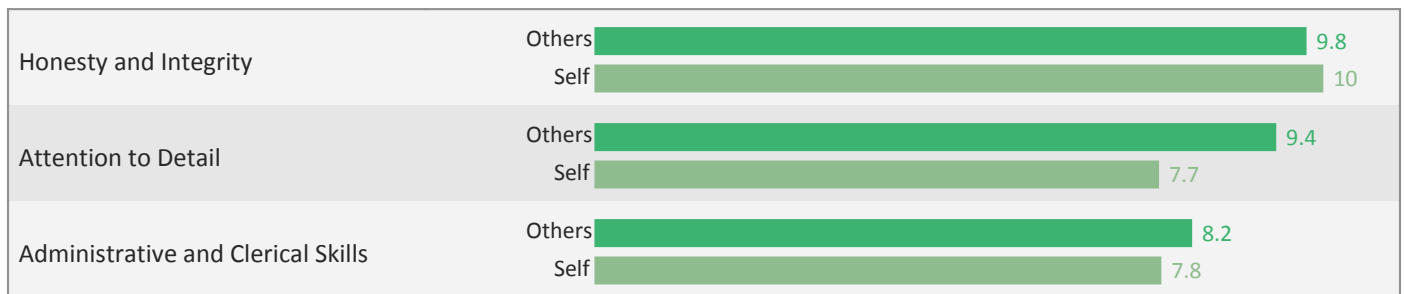
Question	Score	Response Details	
		Henson	Robert is a great communicator, is always good at explaining things with details, makes sure the audience understands clearly, and answers all questions.
		Mike	He was a good writer. I always trusted him to draft emails for various purposes. He was also very loyal and discreet.
		Stiltz	Organized, Good Communicator, and Resourceful
		Supervisor	Detail oriented. He caught typos and thought carefully about messaging.
Weaknesses: What were Robert West's main challenges in their role?		West	I can sometimes be a perfectionist, which means I don't like to let a task go until I am certain that it's done right.
		Billington	Sometimes he was so detail oriented that he would not get very much done in a day, even though he was working very hard.
		Henson	Overcoming his shyness. You would not believe that Robert was once shy about speaking to an audience, but with enough practice, he's now a natural.
		Mike	He would sometimes spend too much time trying to make things perfect before moving on to the next task.
		Stiltz	Arriving to work on time.
		Supervisor	Robert did not have a great grasp of the product, so while he could technically complete the work, he was not as helpful in other areas.
Honesty and Integrity: Rate Robert West's demonstrated level of honesty and integrity. Job requires being honest and ethical.	9.8	2 Superior(s)	9.7 
		3 Peer(s)	9.8 
		Average (above)	9.8 
		Self	10 
		Gap	0.2 
		West	10 Even when it's not good, I prefer to tell the truth - as I see it.
		Billington	10 I never heard him lie about anything to anyone.
		Henson	9.8 I've never seen Robert be anything but honest with everything he does.
		Mike	9.6
		Stiltz	9.8
		Supervisor	9.6
Attention to Detail: Rate Robert West's level of attention to detail when conducting their work. Job requires being careful about detail and thorough in completing work tasks.	9.4	2 Superior(s)	9.8 
		3 Peer(s)	9.1 
		Average (above)	9.4 
		Self	7.7 
		Gap	-1.7 

Question	Score	Response Details	
		West	7.7 I am very good at finding small errors in documents.
		Billington	8.7 He was so good with the details, especially reading fine print!
		Henson	9
		Mike	9.8 He was really good at inspecting returned books for damage.
		Stiltz	9.8
		Supervisor	9.4
Teamwork: Rate Robert West's demonstrated ability to work collaboratively and effectively with others. Job requires being pleasant, cooperative, sensitive to others, easy to get along with, and having a preference for associating with other organization members	7.7	2 Superior(s)	7.6 
		3 Peer(s)	7.8 
		Average (above)	7.7 
		Self	7.3 
		Gap	-0.4 
		West	7.3 I can work with others very well. But I am also quite comfortable working by myself.
		Billington	7.8 He was really easy to work with. He was always willing to help me if I ever got behind. Sometimes he even covered for me.
		Henson	7.8
		Mike	5.5 Definitely not a leader, but always a solid contributor to a team.
		Stiltz	9.8
		Supervisor	7.7
Maturity and Emotional Stability: Rate Robert West's demonstrated level of maturity and emotional stability. Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.	7.6	2 Superior(s)	7.4 
		3 Peer(s)	7.8 
		Average (above)	7.6 
		Self	7.7 
		Gap	0.2 
		West	7.7 I always feel like I'm one of the most mature members of my age group.
		Billington	6.9 He was definitely more mature than I was at that time. But he also had a good sense of humor.
		Henson	8.9 I saw his maturity level increase in the years I've worked with him.
		Mike	7.1 Slightly higher than most staff his age.
		Stiltz	7.7
		Supervisor	7.5 Sometimes Robert was sensitive to criticism. But overall a good person.
Administrative and Clerical Skills: How good were Robert West's administrative and clerical skills	8.2	2 Superior(s)	9 
		3 Peer(s)	7.7 

Question	Score	Response Details	
<p>Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.</p>		Average (above)	8.3 
		Self	7.8 
		Gap	-0.6 
		West	7.8 I've had a lot of practice with administration over the years.
		Billington	8.5 He seemed to really like doing paperwork.
		Henson	5.5 He could probably improve in this area.
		Mike	8.2 Bob really seems to enjoy administrative tasks.
		Stiltz	9.7 He was able to perform many tasks with high quality results.
		Supervisor	9.1
		<p>Reliability and Dependability: Rate Robert West's demonstrated reliability.</p> <p>Job requires being reliable, responsible, and dependable, and fulfilling obligations.</p>	7.7
3 Peer(s)	8.2 		
Average (above)	7.6 		
Self	8.9 		
Gap	1.3 		
West	8.9 I am always on time and open about where I stand on any project I'm working on.		
Billington	5.6 He was about the same as the rest of us.		
Henson	10		
Mike	8.4 He was almost always on time. I never felt like I need to watch him do his work.		
Stiltz	5.5 Struggled with punctuality but was very reliable once he arrived.		
Supervisor	9.1 Robert was always responsive and put his best effort into tasks.		
<p>Corporate Citizenship: How would you describe the level of corporate citizenship demonstrated by Robert West.</p>	6.3	2 Superior(s)	5.5 
		3 Peer(s)	6.8 
		Average (above)	6.2 
		Self	6.8 
		Gap	0.7 
		West	6.8 I usually agree with management on their policies. However, sometimes I will speak out if I don't agree with something.
		Billington	4.2 He liked our organization, but he did grumble sometimes.
		Henson	7.7 Didn't I answer this one already?
		Mike	5.5 Like most employees, he sometimes disliked corporate policies, especially during our

Question	Score	Response Details
		reorganization. But he complained no more than anyone else.
	Stiltz 5.6	
	Supervisor 8.6	
General Comments: Would you like to make any final comments about Robert West?	Billington	I wish he didn't leave!
	Henson	Robert would make a great employee for any type of company. He's committed, a team-player, reliable, and works hard.
	Mike	I liked Bob and was sorry when he left our organization. He was easy to work with and you always knew what you were going to get from him.
	Stiltz	Robert did well in his role. He was always organized, communicated well with everyone around him, and was very resourceful. It was a pleasure having him as a member of our team.
	Supervisor	Robert's a great guy, and I think any organization would be lucky to have him.
Rehire: Would you rehire or want to work with Robert West again if there was an opportunity and an appropriate role?	Billington	Yes I do hope our paths cross again.
	Henson	Yes Absolutely!
	Mike	Yes Absolutely
	Stiltz	Yes
	Supervisor	Yes
Re-Contact: May we contact you for additional information, if required? Please indicate how and when would be most convenient for you.	Billington	Yes I can be reached at laurie@email.com
	Henson	Yes
	Mike	Yes Call me anytime at 555-555-5555
	Stiltz	Yes By Phone: (111)222-3333 Time: M-F 9:00am-5:00pm
	Supervisor	Yes
Future Opportunities: May we contact you personally about future employment opportunities with HR Avatar Content Development Account?	Billington	Yes I'm always open to new opportunities! Thank you!
	Henson	Yes
	Mike	No No thanks. I'm good here.
	Stiltz	No
	Supervisor	No

Strengths



Report Preparation Notes

- HR Avatar Use Only: Rc: 445, R: 81, loc: en_US, 2021-06-25 20:00 UTC
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Notes

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