

CAREER AND LIFE PLANNING SAMPLE



AIM

Sample Physician Reference Check Evaluation Form

Choose your
references wisely!

Sample Physician Reference Check Evaluation Form

Reference checks are more important today than ever. Potential employers seek to mitigate their risks throughout the screening and hiring process. See how your references will be evaluated by prospective employers.

Objectives:

By the end of this exercise the participant/candidate will be able to:

- Review and consider how their references may answer each of the questions identified in this sample in order to select the best references to represent them in the application process.



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How to Use This Tool:

Review the questions in the sample. Consider how each of your references may respond to the questions from their perspective or go straight to the horses mouth and ask them the questions yourself!

Instructions:

Write out or respond to each question representing each of your chosen references or sit down with each of them to ask these questions and assess if the information they share will present your in the best light.

Related Resources:

TITLE	RESOURCE NO.
Pre-Credentialing Information for Physicians	S-01
Sample Physician Background Release Form	S-12
Credentialing Checklist	CL-06



Sample Physician Reference Check Evaluation Form

How long have you known the candidate? In what capacity have you known the candidate?

How well does he/she relate to patients? (If applicable)

How well does he/she relate to staff members?

Describe his/her bedside manner. (If applicable) Describe his/her interpersonal and communication skills.

How flexible and adaptable is he/she to new ideas, processes and changes?

Describe his/her work ethics. Is he/she reliable and punctual?

Describe how he/she functions in a stressful emergency situation.

Are you aware of any disciplinary actions and/or problems of professional competency with regard to his/her license, hospital privileges and/or malpractice?

Are you aware of any behavioral problems? Any known suspicion or problems with alcohol and/or drug use?

How would you rate his/her clinical skills and knowledge?

How current does he/she seem to be in new developments in his/her field?

How does he/she compare to others in his/her profession? (i.e. reputation and stature)

How well does he/she seem to understand his/her own limitations?

Describe those limitations. How effectively does he/she manage a busy work/case load?

How comfortable would you be having him/her cover your patients? (If applicable)

On the premise that no one is perfect, what are his/her weaknesses?

Would you refer a family member to this candidate? Are there any concerns with his/her visa? (If applicable)

Additional comments