

Human Resources Division

Employment Office
7 East 12th Street, 1st Floor
New York, NY 10003-4475

Reference Check Form

Name of Applicant

Position Applied For

Company Contacted

Contact Name and Title

Telephone Number

Working/Reporting Relationship to Candidate

1. What position did applicant hold with _____
your company?

2. What were the dates of employment? _____ to _____

3. What was the final salary? _____

4. Describe the duties the applicant performed in this position.

5. How would you describe the applicant's overall performance?

6. Approximately how many times in a 12 month period was the applicant late or absent from work,
excluding FMLA time and any approved time such as vacation and paid sick time?

7. How well did the applicant get along with coworkers (i.e., teamwork)?

8. How well did the applicant follow direction?

9. How well did the applicant perform assignments?

10. Did the applicant follow-through on assignments in a timely manner? Please describe.

11. How was the applicant's decision making ability and ability to work independently?

12. Describe applicant's written and verbal communication skills (i.e., the ability to verbally communicate with others, type vs. Draft memos or correspondence). (Ask only if relevant to job.)

13. What duties did applicant perform the best?

14. What areas could have been improved?

15. Did the applicant have a disciplinary record? If so, please briefly describe the nature of that record and dates of discipline.

16. Were there any incidents of dishonesty, insubordination or threatening behavior? Please describe.

17. What was the reason for leaving?

18. Would you re-employ, and if not, why?

Describe the most important duties of the position you have open and then ask the person giving the reference how they think the applicant would perform in such a job.

Reference Check conducted by:

Name: _____ Title: _____ Date: _____