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. Describe the duties the applicant performed in this position.

_____

_____

_____

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

_____

_____

5. 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?

_____

_____

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

_____

_____

7. How well did the applicant follow direction?

_____

_____

_____

8. How well did the applicant perform assignments?

_____

_____

_____

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

_____

_____

_____

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

_____

_____

_____

10. 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.)

_____

_____

_____

12. What duties did applicant perform the best?

_____

_____

13. What areas could have been improved?

_____

_____

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

_____

_____

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

_____

_____

16. What was the reason for leaving?

_____

_____

17. 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.

_____

_____

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_____

Reference Check conducted by:

Name: _____ Title: _____ Date: _____