

REFERENCE CHECK

APPLICANT: _____ POSITION (Applying for): _____

DEPARTMENT: _____ DATE OF REFERENCE: _____

PERSON CONTACTED: _____ TITLE: _____

COMPANY: _____ TELEPHONE: _____

Applicant states s/he was employed as (Position): _____

From: _____ (Date) To: _____ (Date)

I. What were the applicant's dates of employment? From: _____ (Date) To: _____ (Date)

II. How long did you supervise (work with) this person? _____

III. What were the applicant's job title and duties? _____

Are the duties described by the reference source the same as those described on the resume/application or in the interview? Yes No (Explain)

IV. STRENGTHS/WEAKNESSES

Strengths: _____

Areas for improvement: _____

If I were going to be this person's supervisor, what advice would you give to maximize his/her strengths?

V. QUANTITY AND QUALITY OF WORK (completion, neatness, thoroughness, accuracy, written and oral skills)

VI. WORK HABITS (attendance, punctuality, orderliness and compliance with instructions, personal appearance)

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VII. RELATIONSHIPS

Describe how s/he got along with supervisors/co-workers.

VIII. JUDGMENT/ADAPTABILITY

How would you characterize applicant's judgment/ability to make decisions on a daily basis?

In high pressured/crisis situations? _____

IX. SUMMARY (Describe the position applied for.)

How does his/her experience relate/compare to the position?

In what areas would he/she excel? With what duties would he/she struggle?

Would you recommend him/her for this type of position? Why or why not?

Reason for leaving?

Would you rehire?

X. ADDITIONAL COMMENTS

Reference checked by: _____ Date: _____