

## Reference Check Form

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Name of Candidate

Position Applying For

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Person Contacted

Position or Title

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Company/Organization

City and State

Telephone Number

Indicate candidate's name and describe the position for which he or she is being considered.

1. Would you please verify the candidate's dates of employment? From \_\_\_\_\_ to \_\_\_\_\_

2. What was his/her job title and what was the nature of the job? \_\_\_\_\_

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3. What are the candidate's strong points on the job? \_\_\_\_\_

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4. What concerns, if any, did you have with his or her performance? \_\_\_\_\_

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5. Please comment on the candidate's:

a. attendance: \_\_\_\_\_

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b. ability to meet deadlines: \_\_\_\_\_

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c. ability to take on responsibility: \_\_\_\_\_

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d. degree of supervision needed: \_\_\_\_\_

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6. How would you evaluate his or her overall work performance? \_\_\_\_\_

\_\_\_\_\_

7. Why did he or she leave your organization? \_\_\_\_\_

\_\_\_\_\_

8. Would you re-employ this individual? \_\_\_\_\_

9. What recommendations would you make if you were in my place considering him or her for this position?

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Additional comments \_\_\_\_\_

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\_\_\_\_\_

Date

Signed