

\_\_\_\_\_ Date

## REFERENCE CHECK

APPLICANT \_\_\_\_\_ POSITION (*Applying for*) \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DATE OF REFERENCE \_\_\_\_\_

PERSON CONTACTED \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Applicant states that he/she was employed as \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ at \$ \_\_\_\_\_ per hr./month.

I. What were the applicant's dates of employment?

from \_\_\_\_\_ to \_\_\_\_\_ at \$ \_\_\_\_\_ per hr./month.

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

III. What were applicant's job title and duties? \_\_\_\_\_

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

IV. STRENGTHS/WEAKNESSES\_

Strong points \_\_\_\_\_

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 of work, and written and oral skills*)

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

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**VII. RELATIONSHIPS**

**Describe how he/she got along with supervisor/co-workers.**

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**VIII. JUDGMENT/ADAPTABILITY**

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

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**In high pressured/crisis situations?**

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**IX. SUMMARY ( *Describe position applied for* )**

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

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

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**Is there anything in his/her file that would reflect adversely working in this position?**

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**Reason for leaving** \_\_\_\_\_

**Would you re-hire?** \_\_\_\_\_

**X. ADDITIONAL COMMENTS**

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**Reference checked by** \_\_\_\_\_

**Date** \_\_\_\_\_