Reference Check

Applicant Name:	Position:

Name:	Telephone:
Title:	Date Contacted:
Company:	Method of contact:
Address:	

Employment verification:	
☐ Dates of employment:	
☐ Positions held:	
☐ Wages earned: $ per plus incentives or bonuses:	
☐ Reason for termination:	Rehire?

Performance:
Describe the applicant's primary job responsibilities. On what activities did the applicant spend most of his/her time?
What criteria were used to evaluate the applicant's performance? Were you satisfied with the results? How would you rate his/her overall job performance on a scale of 1 to 10 (10 being high) compared with others you observed in a similar capacity?
In your opinion, what are the applicant's strengths? What do you feel are his/her strong points on the job? What characteristics do you most admire about him/her?
What are the applicant's shortcomings? Was there anything he/she was trying to change about himself/herself, or should be trying to improve on?
Have you seen the applicant's current resume? (If necessary, read what it says were his/her duties and accomplishments at this organization.) Is this accurate?
Did the applicant supervise other people? How many? How effectively? Can he/she create team effort?

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Can you provide examples of when the applicant had multiple demands on his or her time? How did he/she handle it? Can you recall a situation in which the applicant did more than was required in his/her job? Can you recall a situation when the applicant effectively handled an internal/external customer complaint?

Can you recall a situation when the applicant instituted a change that resulted in an improved method or process in their job or department? What was the result? What do you feel were his/her most major accomplishments with your company? What changed as a result of his/her involvement?

On average, how many times did the applicant miss work or come in late? Does he/she have any personal problems or bad habits that interfered with his/her job performance?

Whom did the applicant work for prior to joining your company? When hired were his/her references checked? What did the references have to say?

Who else knows the applicant?

Name:	Title:	Phone:
Name:	Title:	Phone:
Name:	Title:	Phone:

Overall Performance:

☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Some reservation	☐ Unsatisfactory

Comments: