

REFERENCE CHECK FORM

Date:	
Applicant Name:	
Position Applied for:	

Upon completion of the interview process, a pre-employment reference check may be made of the selected candidate. The reference check shall be limited to the following information:

Current/Last Employer:	
Person Contacted:	

Telephone:	
Title:	

Dates of Employment:	
From:	
To:	

Position Held:	
Salary:	

Questions

1. What is/was your employment relationship with this person (current or former supervisor, second-line supervisor, etc.)?

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2. What is/was the nature of his/her position/duties?

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3. How would you describe the accuracy of his/her work?

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4. How well does/did he/she respond to pressure (e.g. from high volume, deadlines, multiple tasks, public contact)?

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5. How well was his/her work planned and organized, and were assignments completed timely?

6. What is/was the amount and type of supervision required for him/her?

7. How well does/did he/she get along with other people (e.g., clients, co-workers, supervisors)?

8. How does/did he/she respond to criticism/interpersonal conflict?

9. What are/were his/her strongest skills as an employee?

10. What areas of his/her performance needed improvement?

11. How would you describe his/her attendance and punctuality?

12. What was the reason for leaving your employment?

13. Would you rehire him/her?

14. Any other comments you would like to include?

REFERENCE CHECKED BY

Name: _____

Signature: _____

Title: _____

Date: _____