Reference Check Form

Purpose: A reference check is a valuable tool in the recruitment process to verify facts and obtain additional information about the candidate. All sections should be completed to be considered a valid reference. Indicate N/A if the question is not applicable.

Applicant Name:_____

Date of Reference Check:_____　　　Person Checking Reference:_____

Reference Name:_____　　　Reference Organization:_____

Relationship to Applicant:　☐ Supervisor　☐ Peer　☐ Other (Specify)_____

Dates of Employment: From _____To_____　　　Salary:_____

Position(s) Held:

What was the nature of the applicant's job?

Reason for Separation:　☐ Voluntary　　　☐ Involuntary

Give Explanation:

_____

Please rank the candidate based on the following areas:

Responds to Supervision	Poor	Fair	Good	Very Good	Excellent	N/A
Attendance	Poor	Fair	Good	Very Good	Excellent	N/A
Dependability	Poor	Fair	Good	Very Good	Excellent	N/A
Willingness to assume responsibility	Poor	Fair	Good	Very Good	Excellent	N/A
Ability to follow instructions	Poor	Fair	Good	Very Good	Excellent	N/A
Quality of work	Poor	Fair	Good	Very Good	Excellent	N/A
Quantity of work	Poor	Fair	Good	Very Good	Excellent	N/A

_____

Additional Questions:

Were there any disciplinary actions? Please explain:

Were there any performance issues? Please explain:

What are the candidate's strong points?

What are the candidate's weak points?

If given the opportunity, would you re-employ this individual?　　　☐ Yes　　　☐ No

Any additional comments?