

# Reference Check



Applicant Name:		Date/Time of Reference Check:	
Position Applying For:		Department:	

REFERENCE INFORMATION			
Employer:			
Contact Name/Title:			
Relationship to Applicant:	Supervisor	Peer	Other:
Employment dates:	From:	To:	Job Title:
Nature of Applicant's Job:			

Overall, how would you evaluate the applicant's job performance?	
Specific strengths?	
Specific weaknesses?	
Accomplishments/results achieved?	
How was the applicant's interaction with other people/staff/public?	
Any performance issues?	

Please rank the candidate based on the following areas:						
Attendance	Excellent	Very Good	Good	Fair	Poor	N/A
Dependability	Excellent	Very Good	Good	Fair	Poor	N/A
Ability to accept responsibility	Excellent	Very Good	Good	Fair	Poor	N/A
Ability to follow instructions	Excellent	Very Good	Good	Fair	Poor	N/A
Attitude	Excellent	Very Good	Good	Fair	Poor	N/A
Quality of work	Excellent	Very Good	Good	Fair	Poor	N/A
Quantity of work	Excellent	Very Good	Good	Fair	Poor	N/A
Ability to handle stress	Excellent	Very Good	Good	Fair	Poor	N/A

Reason for Separation:		Voluntary	Involuntary
Eligible for Rehire:	Yes	No	Comments:

Other Comments:	
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Interviewer: \_\_\_\_\_ Title: \_\_\_\_\_