

## Reference Check

<b>Applicant Name:</b>	<b>Position:</b>
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<b>Name:</b>	<b>Telephone:</b>
<b>Title:</b>	<b>Date Contacted:</b>
<b>Company:</b>	<b>Method of contact:</b>
<b>Address:</b>	

<b>Employment verification:</b>	
<input type="checkbox"/> <b>Dates of employment:</b>	
<input type="checkbox"/> <b>Positions held:</b>	
<input type="checkbox"/> <b>Wages earned: \$                      per                      plus incentives or bonuses:</b>	
<input type="checkbox"/> <b>Reason for termination:</b>	<b>Rehire?</b>

<b>Performance:</b>
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?**

<b>Name:</b>	<b>Title:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Title:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Title:</b>	<b>Phone:</b>

**Overall Performance:**

<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Some reservation	<input type="checkbox"/> Unsatisfactory
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**Comments:**