



REFERENCE CHECK FORM

Applicant Name:	Date:
Candidate for:	Verified by:
Person Contacted:	Telephone No.:
How does person know applicant?	
Organization:	How long?
Dates of Employment: From: _____ To: _____	Title:

	Above Average	Average	Below Average	COMMENTS
Quality of Work				
Quantity of Work				
Interpersonal Skills				
Supervisory Ability				
Organizational Ability				
Attendance				
1.	Nature of work performed:			
2.	Character and trustworthiness of this person: (for example, honesty, dependability, personality, cooperation)			
3.	Areas of strength:			
4.	Development needs/limitations:			

5.	Reason for leaving:
6.	Would you re-employ this individual? Why or Why not?
7.	Opinion of how person would do in the position I have just described.
8.	Any additional comments:

Signature of person performing reference check:

Date: _____