



TELEPHONE REFERENCE CHECK FORM

The reference check is a valuable tool used 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. ONLY conduct reference checks on candidates that have completed an application and have been interviewed.

Applicant Name: _____ Date: _____

Person Checking Reference: _____

Reference Name: _____ Reference Organization: _____

Relationship to Applicant: _____ Supervisor _____ Coworker _____ Professional _____ Friend

Dates of Employment: From _____ To _____ Salary/Hrly Rate: _____

Position(s) Held:

What was the nature of the applicant's job?

Reason for Separation: _____ Voluntary _____ Involuntary

Give Explanation:

Please rank the applicant based on the following areas:

	Poor	Fair	Good	Very Good	Excellent	N/A
Response to constructive criticism						
Attendance						
Dependability						
Willingness to assume responsibility						
Ability to follow instructions						
Quality of work						
Customer service skills (internal/external)						
Team player						
Ability to work independently						

Additional Questions:

Were there any performance issues/disciplinary actions? Please explain:

What are the candidate's strengths and weaknesses?

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

Additional Comments?