

Reference Check Form

Applicant: _____

Company: _____

Position: _____

Contact: _____

Date: _____

Authorized Signature: _____

- 1. Please verify dates of employment:**

- 2. What was the general nature of his/ her position?
(Courses taught if faculty position)**

- 3. On a scale of 1 – 10, how would you rate his/her performance?**

- 4. Please comment on his/her:**

Attendance:

Dependability:

Flexibility/Adaptability:

Interpersonal Skills with Co-workers/Clients:

Ability/Willingness to Assume Responsibility:

Quality/Quantity of Work:

Initiative:

What type of work environment does he/she seem to prefer?(i.e., a lot of interaction with people; left alone to do a job, etc.):

What are his/her strengths?

What are his/her weaknesses?

Why did he/she leave? (if applicable)

Would you rehire? (if applicable):

5. **I would like to describe the position we are going to fill and ask you if this would be a good match.**
Position applied for: _____

6. **Is there anything else you would like to add regarding the candidate's employment or job performance?**

Revised: 5/2013