

## REFERENCE CHECK FORM

This form is used to assess the candidate based on the reference checks.

<b>Applicant Name</b>		
<i>When making this inquiry, ask the specific questions listed. Record information offered using boxes when appropriate and note any comments made.</i>		
<b>Company Contacted</b>	Person Contacted:	Phone:
	Business Name:	
<b>Experience of person interviewed</b>	Job Title:	
	Major Job Duties:	
<b>Performance Verification</b>		
Work Ethic:		
Attitude Toward Job:		
Teamwork Skills:		
Technical Skills:		
Potential for Advancement:		
Confidentiality (if applicable):		
Any inappropriate work conduct (intimidating, threatening or violent behavior):		
Overall work performance:		
How was attendance/punctuality:		
Reason for leaving:		
Would you rehire?		
Do you know of any problems that we should be aware of?		
Is there anything else that would help us make a decision?		
Remarks:		
Completed by:		