

## Reference Checking Form

Candidate Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Dates of Employment:      From: \_\_\_\_\_ To: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Salary History: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Explain the reason for your call and verify the above information with the supervisor (including the reason for leaving) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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1. Please describe the type of work for which the candidate was responsible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How would you describe the candidate's relationships with coworkers, subordinates (if applicable), and with superiors? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Did the candidate have a positive or negative work attitude? Please elaborate. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. How would you describe the quantity and quality of output generated by the former employee? \_\_\_\_\_

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5. What were his/her strengths on the job? \_\_\_\_\_

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6. What were his/her weaknesses on the job? \_\_\_\_\_

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7. What is your overall assessment of the candidate? \_\_\_\_\_

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8. Would you recommend him/her for this position? Why or why not? \_\_\_\_\_

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9. Would this individual be eligible for rehire? Why or why not? \_\_\_\_\_

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Other comments? \_\_\_\_\_

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