



## REFERENCE CHECK FORM

Applicant Name:

Reference Name:

Position:

Company:

Relationship:

Date:

Reason for Leaving

What position did the applicant hold with your company?

How long did you work with applicant?

What was the reason for leaving?

Please describe the duties the applicant performed in this position:

Can you tell me how you and the applicant worked together?

In your experience, does the applicant work better alone or with a team?

How would you rate the applicant's work ethic and attitude?

What was one of the applicant's biggest accomplishments while you worked together?

How did this applicant handle challenges?

What would you consider the applicant's strengths on the job?

What would you consider the applicant's weaknesses on the job? Is there an area where they would need additional support in their first 90 days?

How would you describe this individual's supervisory skills? (if applicable)?

Would you rehire this applicant? Why or why not?

Do you have any additional comments about this applicant?

If necessary, may we contact you with any questions regarding this Reference Check Form?

Yes   No

If yes, please provide:

Phone Number:

Most convenient time(s) to contact: