

Reference Check Form

Name of Candidate: _____

Person Contacted: _____

Company Contacted: _____

Phone Number: _____

Position Candidate Held: _____

Dates of employment: _____

Did you directly supervise person? _____

Length of time supervised: _____

What duties did the candidate perform in position held? _____

How would you rank employee in the following areas:

| <u>Standard Categories:</u> | <u>Exceeds</u> | <u>Meets</u> | <u>Below</u> |
|--|----------------|--------------|--------------|
| Quality of work in performance of duties | _____ | _____ | _____ |
| Quantity of work produced | _____ | _____ | _____ |
| Follows instructions & abides by work rules | _____ | _____ | _____ |
| Ability to adapt to changing priorities and effectively alter work tasks | _____ | _____ | _____ |
| Attendance in compliance with your policies | _____ | _____ | _____ |
| Ability to communicate and interact effectively with others | _____ | _____ | _____ |

Would you rehire? Yes / No If no, why not? _____

Explain position applying for (using the appropriate Position Description) How do you feel the candidate would perform in this position?

Additional Comments: _____

Person checking reference: _____ Date: _____