

Reference check form

Applicant name: _____ Position applied for: _____

Contact name and title: _____

Contact phone: _____ Company contact: _____

Type of reference: _____ Business _____ Personal

In what capacity do you know ... ? _____

How long have you known ... ? _____

Length of employment? _____

Position held/duties? _____

Job requirements of position held? _____

Did he/she report to you during his/her entire employment? _____

How did he/she progress during tenure with your company? _____

How did he/she perform in each capacity? _____

Areas of strength? _____

What do you feel were his/her shortcomings? _____

Can he/she work with a minimum amount of supervision? _____

How was his/her attendance/punctuality? _____

What do recent customers think of him/her? _____

Is he/she a team player? How? Leadership skills? _____

Do you have any areas of concern? _____

Why is the he/she considering leaving his/her present position? _____

Would you hire this person for your own personal company? _____

Any other comments? _____