



### Reference Checking Form

Candidate Name \_\_\_\_\_ SS#: \_\_\_\_\_

Reference Name \_\_\_\_\_ Company \_\_\_\_\_

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

Position(s) Held \_\_\_\_\_ Last Salary \_\_\_\_\_

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

Explain the reason for your call and verify the above information with the supervisor (including the reason for leaving). Ensure confidentiality and fax applicant's release on back of employment application if necessary.

\_\_\_\_\_

1. Please describe the candidate's job duties?

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

2. How would you describe the applicant's interpersonal skills?

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

3. How would you describe the quantity and quality of output generated by the former employee? Work Ethic?

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

4. What were his/her strengths on the job?

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



5. What were his/her weaknesses on the job?

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6. What is your overall assessment of the candidate?

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7. Would you recommend him/her for this position? Why or why not?

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8. Would this individual be eligible for rehire? Why or why not?

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Other comments?

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Completed By: \_\_\_\_\_ Date: \_\_\_\_\_