



Telephone Reference Check Form

Applicant Name: _____ Date of Reference Check: _____ Reference

Name: _____ Relationship to Applicant: Supervisor Peer Dates of Employment: From _____ To _____ Position(s) Held:

What was the nature of the applicant's job?

Person Checking Reference: _____

Reference Organization: _____ Other (Specify) _____

Salary: _____

Reason for Separation: Voluntary Involuntary Give Explanation:

Please rank the candidate based on the following areas:

Responds to Supervision Attendance	POOR	FAIR	EXCELLENT
Dependability	POOR	FAIR	EXCELLENT
Willingness to assume responsibility	POOR	FAIR	EXCELLENT
Ability to follow instructions	POOR	FAIR	EXCELLENT
Quality of work	POOR	FAIR	EXCELLENT
Quantity of work	POOR	FAIR	EXCELLENT

Additional Questions:

Were there any disciplinary actions? Please explain:

Were there any performance issues? Please explain:

What are the candidate's strong points?

What are the candidate's weak points?

If given the opportunity, would you re-employ this individual? YES NO

Any Additional Comments: