

## 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? \_\_\_\_\_