

REFERENCE CHECK FORM

Candidate's Name: _____

Reference Name: _____ Title: _____

Name of Business/Organization: _____

Relationship to Candidate: _____

Employment Dates: From: _____ To: _____ Reason for Leaving: _____

Met job requirements in terms of quantity of work?

- Exceeded Requirements
- Met Requirements
- Did Not Meet Requirements

Met job requirements in terms of quality of work?

- Exceeded Requirements
- Met Requirements
- Did Not Meet Requirements

Cooperated with fellow employees and supervisors?

- Exceeded Requirements
- Met Requirements
- Did Not Meet Requirements

Usually came to work on time?

- Yes
- No

Absent more than 10 days (except vacation) in the lat year of employment?

- Yes
- No

If Yes, please explain:

Received an oral or written warning for performance or conduct in the last year of employment?

- Yes
- No

If Yes, please explain:

Committed any serious misconduct while on the job?

- Yes
- No

If Yes, please explain:

Required close supervision?

- Yes
- No

If Yes, please explain:

Would you rehire (or retain) this person?

- Yes
- No

If No, please explain:

Additional Comments/Explanations:

Reference Signature