



REFERENCE CHECK

Applicant's Name: _____ Job Number: _____

Reference Name: _____ Organization: _____

Ref. Phone #: _____ Contacted By: _____ Date: _____

Please review Reference Check Guidelines before conducting reference checks.

1. In what capacity do you know the applicant? For how long?
2. Please rate the applicant's performance in the following areas based upon your knowledge:

Performance Area	Outstanding	Above Average	Average	Below Average	Unknown
Job Knowledge - Has knowledge applicable to the job for which being considered.					
Quality of Work Performed - Completes assignments in an acceptable manner, with minimum errors.					
Quantity of Work Performed - Volume of work produced on a consistent basis.					
Initiative - Offers constructive ideas and suggestions for improvements.					
Attendance - Has good attendance record; is punctual and available for work when needed.					
Dependability - Follows through with assigned tasks and completes in a timely manner.					
Attitude - Maintains a positive attitude towards employer, co-workers and job.					
Overall Performance Rating					

3. What do you believe are the applicant's strengths?
4. What do you believe are the applicant's weaknesses?
5. How effective is the applicant working independently?
6. How effective is the applicant working with others?
7. What degree of supervision does applicant require?
8. How would other co-workers describe applicant?
9. How would you describe his/her leadership skills? *(for supervisory positions only)*
10. Would you hire (or rehire) the applicant? ☐ Yes ☐ No