

Sample Reference Check Form

Applicant name: _____ Date: _____

Position applying for: _____

Reference name: _____ Title: _____

Company: _____ Phone #: _____

Relation to applicant: _____

1. What position did the applicant hold in your company?
2. Would you rehire this person?
3. How many years have you worked with the applicant?
4. Overall, how would you rate his/her performance (average, above/below average)?
5. What are his/her strong points?
6. What are his/her weak points?
7. How much supervision does this person require?
8. Does this person follow through with assigned tasks?
9. Please comment briefly on the applicant's:
 Ability to supervise others
 Quality of work
10. Is there anything you would like to add regarding the applicant's work or job performance?