REFERENCE CHECK

Candidate _____ Date _____

Person Contacted _____ Position _____

Company _____ City & State _____

Telephone _____ Checked By: _____

1. I want to verify some information about _____ who is applying for employment with our company. Do you remember him/her?   Y   N

2. She/He indicates working for your company from _____ to _____ Does that sound correct?   Y   N

3. Were you his/her immediate supervisor?

4. What kind of work did she/he perform?

5. He/She indicates earning $ _____ . Is that correct?   Y   N

6. How did her/his performance compare to others in the group?

7. How well did she/he work with, and get along with, other people?

8. What did he/she do well?

9. What could she/he have done better?

10. Would you rehire this person?   Y   N

What else can you tell me?

Your Comments: