

EMPLOYMENT REFERENCE CHECK QUESTIONNAIRE

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|--|---|-----------|
| Applicant Name | Position | Date |
| Reference Contacted | Position/Job Title | Telephone |
| Reference's Employer | Relationship to Applicant | |
| How long have you known applicant? | Did applicant work for you or with you? | |
| What were the dates of employment? From: _____ To: _____ | What position did he/she hold? | |
| What were the candidate main's job duties and responsibilities? | | |
| How would you describe the quality of his/her work? | | |
| Describe candidate's technical competence: | | |
| On a peer situation, how would the candidate rank on a scale of 0-10? _____. | | |
| HOW DID APPLICANT GET ALONG WITH: | | |
| Supervisors? | Coworkers? | |
| Subordinates? | Clients? | |
| Did candidate supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? | | |
| How would you describe the candidate's management style and ability? | | |
| What were his/her strengths or best skills? | | |
| Did he/she have areas that needed development? | | |
| CAN YOU COMMENT ON: | | |
| Attendance? | Dependability? | |
| Attitude? | Motivation? | |
| Need for Supervision? | Advancement Potential? | |

Why did the candidate leave your company?

Would you re-hire the candidate if you had an opening? Yes No If not, why?

For what type of work do you think the candidate is best suited?

Is there anything else we should know that might help in forming an accurate estimate of the candidate's qualifications?

SUMMARY:

Good Reference

Some Reservation

Definitely open to Question

COMMENTS:

Reference check conducted by:

Date: