

## EMPLOYER REFERENCE CHECK FORM

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Organization Contacted: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Person Contacted: \_\_\_\_\_

1. Introduction: ( \_\_\_\_\_ ) gave your name as a former employer.

Applicant's Name

2. What were the dates of employment? From \_\_\_\_\_ to \_\_\_\_\_

3. Were you the applicant's immediate supervisor?  Yes  No If no, please give your working relationship: \_\_\_\_\_

4. What position(s) did this person hold? \_\_\_\_\_

Please describe the responsibilities the applicant had with your organization. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. How well did he/she get along with subordinates and peers? How well does he/she get along with supervisors? \_\_\_\_\_

\_\_\_\_\_

6. Why did this person leave? \_\_\_\_\_

\_\_\_\_\_

7. If you were hiring this person for the position I have described to you, what would you be concerned about? \_\_\_\_\_

\_\_\_\_\_

8. Does this person have any written reprimands or has disciplinary action been taken against the person? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Using the Knowledge, Skills and Abilities statement from the announcement, develop questions about specific job skills. For example, "How knowledgeable is the applicant of accounting principles; Can this applicant write business correspondence without assistance; Please describe the applicant's supervisory style."

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10. Would you rehire? \_\_\_ Yes \_\_\_ No. If no, why? \_\_\_\_\_

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11. Is there any other pertinent performance information about this applicant that we should consider?

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12. Is there anything else you would suggest we probe further or anyone else you would suggest we talk with? \_\_\_\_\_

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13. What other individuals could I contact who would know about the applicant's job performance and work history? \_\_\_\_\_

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Name and Title of Person conducting the reference check:

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Date: \_\_\_\_\_