

GENERAL REFERENCE CHECK FORM

Applicant's Name: _____ Date: _____

Position Applied for: _____

Organization Contacted: _____

Person Contacted and Title: _____

Phone number: _____

Dates of employment? _____ to _____

Position held? _____

Duties performed?

Were you _____'s immediate supervisor? If not, what was the relationship?

How would you describe the quantity and quality of work performed by _____?

What were his/her strengths on the job?

What were his/her shortcomings on the job?

How well did he/she get along with other employees? Subordinates?
Supervisors?

Did you see professional growth in _____ while you worked with them?

How did he/she handle themselves in times of conflict?

Is _____ an honest person?

How would you rate his/her overall job performance on a scale of 1 to 5 with 5 being high?

Describe the position applied for. Do you feel _____ would be successful in this position?

Why did _____ leave your employment?

Would you rehire?

Is there anything else I need to know?

Is there anyone else I should talk to about this person?