

**Reference Check Sheet**

Applicant: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Salary: \_\_\_\_\_ Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

What was your relationship with the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What were the applicant's job title and duties? \_\_\_\_\_

\_\_\_\_\_

How would you compare him/her with colleagues/peers doing the same work?

\_\_\_\_\_

Strong Points? \_\_\_\_\_

Areas for improvements? \_\_\_\_\_

What best motivates this candidate? \_\_\_\_\_

On a scale of one (1) to five (5), with one being the lowest, how would you rate the applicant's ability to:

Learn? \_\_\_\_\_

Accept responsibility? \_\_\_\_\_

Follow directions? \_\_\_\_\_

Take suggestions and criticism? \_\_\_\_\_

Be flexible? \_\_\_\_\_

Follow through? \_\_\_\_\_

Use initiative? \_\_\_\_\_

Demonstrate ingenuity? \_\_\_\_\_

Be self-expressive? \_\_\_\_\_

Supervisory duties:

Supervisory ability? \_\_\_\_\_

Leadership ability? \_\_\_\_\_

Ability to get along with others: \_\_\_\_\_

Attendance/punctuality: \_\_\_\_\_

Did personal problems interfere with work performance? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Would you re-hire? \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

Reference checked by: \_\_\_\_\_ Date: \_\_\_\_\_