

## Reference Check Form

<b>Candidate's Name:</b>	
<b>Position Applying For:</b>	
<b>Date of Reference Check:</b>	
<b>Referee's Name:</b>	
<b>Referee's Job Title:</b>	
<b>Referee's Contact Information:</b>	

<b>1</b>	What position did the candidate hold with your organization?	
<b>2</b>	What were the dates of their employment with your organization?	
<b>3</b>	Can you describe the duties the candidate performed in this position?	
<b>4</b>	How well did the candidate perform assignments?	
<b>5</b>	Approximately how many times per month was the candidate late or absent?	
<b>6</b>	How well did the candidate follow direction?	
<b>7</b>	How would you describe the candidate's overall performance?	
<b>8</b>	Did the candidate pay close attention to detail?	
<b>9</b>	Did the candidate follow-through on assignments in a timely manner?	
<b>10</b>	How was the candidate's decision making ability and ability to work independently?	
<b>11</b>	Please describe the candidate's written and verbal communication skills?	
<b>12</b>	What are the candidate's greatest strengths?	
<b>13</b>	What areas can be improved upon?	