

REFERENCE CHECK FORM

Applicant's Name:		Date of Reference Completion:	
Reference Name:	Reference: Agency/Organization:	Reference Telephone Number:	

INTRODUCTION:

Hello, my name is _____ and I am calling from People's Place. _____ has offered you as a
(Applicants Name)
reference. Would you be willing to discuss _____? Is now a good time for you? [If yes, continue.]
(Applicants Name)
The Applicant applied with our program as a _____. Briefly, this program provides _____
(position)
services. The responsibilities of the position would include:_____.

In the work setting, what was your relationship to applicant? _____

Approximately how long were they with your agency/business? _____

Approximately how many hours per week did applicant work? _____

Do you recall the applicant's job title? _____

What were their primary responsibilities? _____

1. Describe relationships with their co-workers.

2. Describe relationships with their supervisors.

3. Describe the attitude and commitment they brought to the workplace.

4. Did they miss a lot of work or were they frequently late for unauthorized reasons?

5. Describe their initiative and ability to work independently.

6. Describe productivity, commitment to quality, and ability to problem solve.

Position Specific Questions: (use the back of this form if necessary)

7. How are _____ communications skills? Please elaborate on oral and written communication

8. What is your overall assessment of _____?
(name of applicant)

9. If we were to hire this candidate as a _____ do you have any recommendations for the candidate's supervisor?

10. Would you recommend them for this position? Why or Why not?

11. Would you rehire? Why or Why not?

12. Are there any other comments that you have that may be helpful in our decision process?

Thank you for your time and willingness to provide valuable information to us.

Staff completing form