

Sample Reference Checking Form

Date: _____ Applicant: _____

Job Title: _____ Reference Checked By: _____

Name of Reference:	Company:
Title:	Phone:

What was your relationship with the applicant? Did you directly supervise him/her?

What was the applicant's title? Dates of employment?

What were the applicant's major job duties?

How well did the applicant relate to others on the job?

How would you evaluate the applicant's work quality and quantity (productivity)?

What were some of the applicant's strengths?

In what areas did the applicant need improvement?

How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, and observance of work rules?

What was the applicant's reason for leaving?

Would you rehire the applicant?

Section to probe further about specific job-related experience and skills, knowledge and abilities such as: communication, supervision, financial, analytical, contract and grants administration, customer service, etc.