



REFERENCE CHECK WORKSHEET

Applicant Name:

Date:

1) How long has he/she worked for the organization?

2) How would you rate the applicant on the following? (5 being highest/1 being lowest)

CRITERIA	5	4	3	2	1
A. Ability to learn and take on new assignments					
B. Ability to get along with others					
C. Disagree without causing friction					
D. Meeting deadlines					
E. Knowledge of:					

3) What are his/her strong points?

4) What area(s) may he/she need improvement in?

5) Have you ever known the applicant to abuse the leave/attendance policy?

6) How would you rate the applicant's overall performance? (Please check one)

OUTSTANDING	HIGHLY SATISFACTORY	SATISFACTORY	LESS THAN SATISFACTORY

7) Do you have any additional comments that may help us with our decision?

NAME OF REFERENCE:

JOB TITLE:

PHONE #: () -

EMAIL:

RELATIONSHIP TO APPLICANT:

REFERENCE CHECK CONDUCTED BY: