# **Reference Check Form**

## Applicant Name:

## Date:

**Position:**

**Reference Contact:**

**Phone:**

**Job Title:**

**Work Relationship (supervisor or colleague):**

**Company/Organization:**

***Verification Information:***

**Position Held:**

**Employed From: *to***

1. What was the nature of his/her job? Did his/her responsibilities increase while there?

2.     How would you rate his/her overall performance?

3.      How would you compare his/her performance to that of his/her co-workers?

4. What are his/her attributes?

5.      How does he/she interact with others?

6. What are his/her areas for improvement? (We all have areas for improvement)

7.      Why did he/she leave your company?

8.      If in a position to do so, would you re-hire him/her? (If no please state reason.)

9. Are there any additional comments to add that you’d like to make in closing?

**Additional comments – if applicable for certain positions**

**Representation Experience:**

**Technical Abilities:**

**Relationship building and maintaining:**

**Management Style:**

**Communication Style and Effectiveness:**

**Attitude:**

**Appropriate competency related questions:**

**(HR) Reference check done by (Printed name, Title, and Signature):**

**Date:**