

EMPLOYEE REFERENCE CHECK

Name of Candidate: _____ **Date:** _____

Position Applied for: _____

Name of Reference Giver: _____ **Phone No.** _____

Position of Reference Giver: _____

Agency Reference Giver Represents: _____

1. Did the candidate work for you? _____
2. What were the dates of employment? _____
3. What position(s) did the candidate hold? _____
4. What were his job duties? _____
5. Did the candidate handle these duties competently? _____
6. How was the candidate's attendance record? _____
7. If the candidate missed much work, what were the major reasons
(I.e. illness, family issues; etc.)? _____
8. Please comment on the candidate's working habits and traits:
 - a. Is the candidate punctual? _____
 - b. Is the candidate dependable? _____
 - c. Is the candidate honest? _____
 - d. Is the candidate trustworthy? _____
 - e. Is the candidate tactful? _____
 - f. Does the candidate use good judgment? _____
 - g. Is the candidate compassionate? _____
 - h. Does the candidate show initiative? _____
 - i. Has the candidate got a good attitude? _____
 - j. Is the candidate a Team Player? _____
 - k. Does the candidate respect authority? _____
 - l. Does the candidate need constant supervision? _____

EMPLOYEE REFERENCE CHECK

m. Can the candidate handle stress? _____

n. Have you ever had any disciplinary issues with the candidate? _____

If yes, explain _____

9. What do you feel the candidate's main strengths are? _____

10. What do you feel the candidate's weaknesses are? _____

11. The candidate has applied for a _____ position.

Do you feel the candidate is suitable for it? _____

12. What was the reason the candidate left your employment? _____

13. Would you hire the candidate again? _____

14. Do you have any other comments you would like to make? _____

Reference Checker's Comments _____

Reference check conducted by: _____

Position: _____