



## REFERENCE CHECKING FORM

(Verify that the applicant has provided permission before conducting reference check)

Candidate Name \_\_\_\_\_

Reference Name \_\_\_\_\_

Company Name \_\_\_\_\_

Dates of Employment \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Salary History \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Explain the reason for your call and verify the above information with the supervisor (including the reason for leaving).

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**1.** Please describe the type of work for which the candidate was responsible.

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**2.** How would you describe the applicant's relationships with coworkers, subordinates (if applicable), and with superiors?

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## WORKFORCE SOLUTIONS Board Procedures

3. Did the candidate have a positive or negative work attitude? Please elaborate.

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4. How would you describe the quantity and quality of output generated by the former employee?

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5. What were his/her strengths on the job?

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6. What were his/her weaknesses on the job?

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7. What is your overall assessment of the candidate?

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8. Would you recommend him/her for this position? Why or why not?

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9. Would this individual be eligible for rehire? Why or why not?

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10. Other comments?

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