



Employee Reference Check Form

Name of Applicant: _____

Person Contacted: _____

Company: _____

Title: _____ Phone: _____

Check one: Co-worker Supervisor Manager

1. What were the dates of his/her employment with you?

2. What were the applicant's primary duties and responsibilities?

3. How would you describe his/her performance? Would you describe him/her as a hard worker?

4. Was the employee punctual? Were there any issues with tardiness or absenteeism?

5. Did the employee get along with his/her peers? With managers? With customers?

6. Why did he/she leave the company? Is he/she eligible for re-employment?

7. Please rate the following on a scale of 1-10 (1 = very poor and 10 = exceptional)

Comments

a) Attendance	1	2	3	4	5	6	7	8	9	10	
b) Dependability	1	2	3	4	5	6	7	8	9	10	
c) Ability to take on responsibility	1	2	3	4	5	6	7	8	9	10	
d) Conflict resolution	1	2	3	4	5	6	7	8	9	10	
e) Potential for advancement	1	2	3	4	5	6	7	8	9	10	
f) Overall attitude	1	2	3	4	5	6	7	8	9	10	

Reference checked by: _____ Date: _____