

**PREEMPLOYMENT REFERENCE CHECK FORM**

APPLICANT \_\_\_\_\_ POSITION \_\_\_\_\_

COMPANY CONTACTED \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PERSON CONTACTED \_\_\_\_\_ TITLE \_\_\_\_\_

What was your employment relationship with the applicant? \_\_\_\_\_

How long did you supervise (work with) this person? \_\_\_\_\_

What were the applicant's job title and duties? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How would you compare him/her with others doing the work? \_\_\_\_\_

Strong points \_\_\_\_\_

Areas for improvement \_\_\_\_\_

If I were going to be this person's supervisor, what advice would you have for me to maximize his or her performance on the job? \_\_\_\_\_

Supervisory ability \_\_\_\_\_

Describe how he/she got along with people \_\_\_\_\_

Attendance/punctuality \_\_\_\_\_

Did this person exhibit any common personality traits that interfered with work performance? \_\_\_\_\_ Examples \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Would you re-hire? \_\_\_\_\_

Position for which best qualified \_\_\_\_\_

Additional comments \_\_\_\_\_

Checker's comments \_\_\_\_\_

\_\_\_\_\_

Reference checked by \_\_\_\_\_ Date \_\_\_\_\_