

REFERENCE CHECK FORM

Date: _____ Applicant Name: _____

Position: _____

Reference Source

- Direct Supervisor
- Colleague
- Supervisory Capacity

Organization: _____

Name of Reference: _____

Phone Number: _____

Completed by: _____

On a Scale of 1 to 5, where 5 is excellent and 1 is poor how would you rate the applicant						
	1	2	3	4	5	Comments
Attention to Detail	1	2	3	4	5	
Quality of work	1	2	3	4	5	
Quantity of work	1	2	3	4	5	
Accountability Accepts Responsibility	1	2	3	4	5	
Dependability/Reliability Follow-through	1	2	3	4	5	
Ability to establish positive working relationship	1	2	3	4	5	
Ability to maintain high levels of confidentiality	1	2	3	4	5	
Ability to work Independently	1	2	3	4	5	
Flexibility	1	2	3	4	5	
Ability to take suggestions and criticism	1	2	3	4	5	
Ability to follow directions	1	2	3	4	5	
Organization and Planning Skills	1	2	3	4	5	
Leadership Skills	1	2	3	4	5	

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Diplomacy	1	2	3	4	5	
Follow up Skills	1	2	3	4	5	
Communication Skills (verbal). Please describe communication style	1	2	3	4	5	
Communication Skills (written)	1	2	3	4	5	
Totals						

What responsibilities did this applicant have when you supervised him/her?

What advice could you provide to us about how we can support and develop him/her (i.e. In what areas does she/he need training or development?).

Tell me about work ethics of this applicant?

What do you think a manager should provide this applicant?

How would you describe his/her problem solving skills? Can you give an example of a problem you know of that he/she had to deal with and how things turned out?

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When and how have you seen/observed him/her cope in crisis, pressure or stressful situations? How did he/she handle the crisis, pressure or stressful situations?
Please describe his/her ability to work in teams and collaborate on projects with his/her colleagues and supervisor.
How well did he/she get along with clients, co-workers, and supervisors?
In what environment do you think this applicant will be successful?
In the general category of "work habits" describe his/her ability to initiate, implement, and follow through on projects. Can you cite an example? Please explain
Did the candidate supervise other employees? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes" how effectively?
Would you rehire applicant?

Anything else you would like to share?

THANK YOU FOR COMPLETING THE REFERENCE CHECK