|  |  |
| --- | --- |
| **Applicant Name:** | Click or tap here to enter text. |
| **Employer:** | Click or tap here to enter text. |
| **Job Title:** | Click or tap here to enter text. |
| **Dates Worked:** | Click or tap here to enter text. | **Salary:** | Click or tap here to enter text. |
| **Contact Name:** | Click or tap here to enter text. | **Phone:** | Click or tap here to enter text. | **Relationship:** |  Click or tap here to enter text.  |

**QUESTIONS**

1. **What duties were performed while employed?**

Click or tap here to enter text.

1. **How would you describe the candidate’s work? *(performance, progress)***

|  |  |
| --- | --- |
| Click or tap here to enter text. | **RANKING** *(Check one)* |
| *Low* | *Good* | *Excellent* |
| [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |

1. **Describe the candidate’s ability to communicate with subordinates and supervisors?**

|  |  |
| --- | --- |
| Click or tap here to enter text. | **RANKING** *(Check one)* |
| *Low* | *Good* | *Excellent* |
| [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |

1. **Tell me about the candidate’s ability to make decisions and to follow through with decisions.**

|  |  |
| --- | --- |
| Click or tap here to enter text. | **RANKING** *(Check one)* |
| *Low* | *Good* | *Excellent* |
| [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |

1. **Why did they leave your company?**

Click or tap here to enter text.

1. **Would you re-employ? If no, why not?**

Click or tap here to enter text.

1. **What are their strong points?**

Click or tap here to enter text.

1. **What are their limitations?**

Click or tap here to enter text.

1. **How did they get along with others?**

|  |  |
| --- | --- |
| Click or tap here to enter text. | **RANKING** *(Check one)* |
| *Low* | *Good* | *Excellent* |
| [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |

1. **Could you comment on their:**

|  |  |
| --- | --- |
|  | **RANKING** *(Check one)* |
| *Low* | *Good* | *Excellent* |
| 1. Attendance
 | [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |
| 1. Ability to assume responsibility
 | [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |
| 1. Degree of supervision needed
 | [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |
| 1. Dependability
 | [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |
| 1. Potential for advancement
 | [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |
| 1. Overall attitude
 | [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |

1. **How would you rate their level of expertise in their field?**

|  |  |
| --- | --- |
| Click or tap here to enter text. | **RANKING** *(Check one)* |
| *Low* | *Good* | *Excellent* |
| [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 | [ ] 10 |

1. **Is there anything else of significance you feel we should know?**

Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Reference Check Conducted By:*** | Click or tap here to enter text. | ***Date:*** | Click or tap to enter a date. |