|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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. |