

REFERENCE / VERIFICATION CHECK

Applicant's Name: _____

Person Contacted: _____ Title: _____

Organization/Employer _____ Phone: _____

1. Please verify the dates of his/her employment with your company?
_____ to _____ How much time did he/she spend
under your direct supervision? _____
If not supervisor, how do you know him/her? _____
How long have you known him/her? _____

2. Please verify his/her job classification and what were the nature of the duties associated with
that position?

3. What was his/her reason for leaving? _____

4. Is he/she eligible for rehire? _____

For the following, please state: (Outstanding, Above Average, Average, Unsatisfactory)

How would you describe his/her:

- A. Attendance? _____
- B. Punctuality? _____
- C. Relationship with co-workers? _____
- D. Customer Service? _____
- E. Ability to learn new tasks? _____
- F. Initiative and follow through? _____
- G. Quality of work? _____
- H. Job Performance? _____

5. Need for close supervision? _____

6. What were his/her principal strengths?

7. What were his/her principal limitations?

8. Is there anything else of significance you would like to add?

Checked By: _____ Date: _____