

Reference Form

Instructions

1. Complete a separate form for each reference.
2. Verify that the applicant has authorized you to contact the reference before calling.
3. Explain to the reference that you are calling to perform a reference check and that you have obtained authorization from the applicant, the position which the applicant has applied, and proceed with the questions.
4. If the reference asks you to contact a human resources professional, offer to fax the Applicant Authorization Form, if you have one for the applicant.
5. If the reference will not provide a detailed reference, verify what information you can, and ask to speak to the Human Resources Department. Fax the Human Resources Department the Applicant Authorization Form, if the applicant completed one.

CANDIDATE NAME: _____

POSITION APPLIED: _____

REFERENCE NAME: _____ TITLE: _____

COMPANY NAME: _____

1. Office Name: _____

Title: _____

2. Please describe the type of work for which the candidate was responsible.

3. What is your overall assessment of the candidate's performance? (Excellent / Good / Poor)

4. Please describe his/her attendance record. (Excellent / Good / Poor / Unacceptable)

5. How would you describe the applicant's relationships with co-workers, subordinates (*if applicable*), and with superiors?

6. Did the candidate have a positive or negative work attitude? Please elaborate.

7. What were his/her strengths on the job?

8. What were his/her weaknesses on the job?

9. Did he/she supervise? Yes No If yes, how many employees? _____
Please list his/her strengths and weaknesses as a supervisor;

10. Would you recommend him/her for this position? Why or why not?

11. Would this individual be eligible for rehire? Why or why not?

Other Comments:

MPP Name:

MPP Signature:

Date:
