

REFERENCE CHECK FORM

Applicant's Name:	Date of Reference Completion:	
Reference Name:	Reference: Agency/Organization:	Reference Telephone Number:

INTRODUCTION:

Hello, my name is \_\_\_\_\_ and I am calling from People's Place. \_\_\_\_\_ has offered you as a  
reference. Would you be willing to discuss \_\_\_\_\_? Is now a good time for you? [If yes, continue.]  
(Applicants Name)

He/She has applied with our program as a \_\_\_\_\_. Briefly, this program provides \_\_\_\_\_  
(position) services. The responsibilities of the position would include:\_\_\_\_\_.

In the work setting, what was your relationship to applicant? \_\_\_\_\_

Approximately how long were they with your agency/business? \_\_\_\_\_

Approximately how many hours per week did applicant work? \_\_\_\_\_

Do you recall the applicant's job title? \_\_\_\_\_

What were their primary responsibilities? \_\_\_\_\_

1. Describe relationships with his/her co-workers.
  
2. Describe relationships with his/her supervisors.
  
3. Describe the attitude and commitment they brought to the workplace.
  
4. Did he/she miss a lot of work or were they frequently late for unauthorized reasons?
  
5. Describe their initiative and ability to work independently.
  
6. Describe productivity, commitment to quality, and ability to problem solve.

Position Specific Questions: (use the back of this form if necessary)

7. How are \_\_\_\_\_ communications skills? Please elaborate on oral and written communication

8. What is your overall assessment of \_\_\_\_\_?  
(name of applicant)

9. If we were to hire this candidate as a \_\_\_\_\_ do you have any recommendations for the candidate's supervisor?

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

11. Would you rehire? Why or Why not?

12. Are there any other comments that you have that may be helpful in our decision process?

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Thank you for your time and willingness to provide valuable information to us.

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Staff completing form

