



Reference Check Form

Name of Candidate:
Name of Reference:
Date:
Reference conducted by:

1. In what capacity have you known (name of candidate)?
2. What were (name of candidate)'s duties?
3. What were the dates of employment? Start date End date
4. Why did this employee leave?
5. What was this employees starting and ending pay rate?
6. Is this candidate eligible for rehire? Yes No
7. On a scale of 1-5, with 5 being the highest, how would you rate (name of candidate)'s work style?
 - a. Communications skills 1 2 3 4 5
Comments:
 - b. Initiative 1 2 3 4 5
Comments:
 - c. Flexibility 1 2 3 4 5
Comments:
 - d. Knowledge 1 2 3 4 5
Comments:
 - e. Accuracy 1 2 3 4 5
Comments:
 - f. Attendance/promptness 1 2 3 4 5
Comments:
 - g. Appearance 1 2 3 4 5
Comments:
- h. On a scale of 1-10, with 10 being the highest, how would you rate (candidate name)?
8. What would make (candidate name) a 10?
9. Anything else you want to add about (candidate name)?