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## REFERENCE CHECK FOR PREVIOUS EMPLOYER

Date: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Verification of Candidate's Title: \_\_\_\_\_

Verification of Date's of Employment: \_\_\_\_\_

In what capacity did you know the candidate and for how long? (i.e., manager, supervisor, etc.)

\_\_\_\_\_

Briefly explain the candidate's key duties:

\_\_\_\_\_

\_\_\_\_\_

If given the opportunity, would you rehire this person? \_\_\_\_\_ Please explain:

\_\_\_\_\_

Would you rehire or be willing to develop him/her for a position with greater responsibilities and duties? \_\_\_\_\_ Please explain:

\_\_\_\_\_

What specific contributions did he/she make to the collective work ethic of the office?

\_\_\_\_\_

How would you describe his/her attendance? (i.e., punctual, frequently absent)

\_\_\_\_\_

How would you describe the candidate's work and management style? (i.e., team player, time management, people management skills)

\_\_\_\_\_

How would you describe his/her ability and motivation to perform the requirements of the job? (i.e., How does this person deal with pressure, deadlines? What is his/her ability to focus on details)

\_\_\_\_\_

How would you describe the candidate's ability to accomplish duties in a timely manner? Were assignments completed or goals achieved to your company's satisfaction and standards?

\_\_\_\_\_

Did the candidate ever engage in any inappropriate conduct or any activity/behavior in which disciplinary action was necessary? \_\_\_\_\_ Please explain:

\_\_\_\_\_

Do you have any other work related information or comments that you would like to provide?

\_\_\_\_\_

Completed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date