Employee Reference Check Form

Name of Applicant	
Position Applied	
Person Contacted	
Company	
Contact No.	
Position/Title of the Referee	
Relationship with Applicant	

1. How long has it been since you last spoke with the applicant?

_____

2. What were the dates of his/her employment with you?

_____

3. What was the nature of his/her job? (*Describe position applied for – Find out if he/she suits this sort of role*)

_____

4. How would you describe his/her performance in comparison with other people?

_____

5. Why did s/he leave the company?

_____

6. Would you re-employ?

_____

7. What are his/her strong points and limitations?

_____

8. Did s/he get along well with management and co-workers?

_____

9. How did the candidate handle conflict? How about pressure? Stress?

_____

10. Please rate the following on a scale of 1-to-10: (*1=very poor, 10 = exceptional*)

Behaviours	Score										Comments
Attendance	1	2	3	4	5	6	7	8	9	10	
Dependability	1	2	3	4	5	6	7	8	9	10	
Ability to take on responsibility	1	2	3	4	5	6	7	8	9	10	
Conflict Resolution	1	2	3	4	5	6	7	8	9	10	
Potential for advancement	1	2	3	4	5	6	7	8	9	10	
Degree of supervision needed	1	2	3	4	5	6	7	8	9	10	
Communication Skills	1	2	3	4	5	6	7	8	9	10	
Presentation Skills	1	2	3	4	5	6	7	8	9	10	
Achieving KPI's	1	2	3	4	5	6	7	8	9	10	
Overall Attitude	1	2	3	4	5	6	7	8	9	10	

11. Is there anything else of significance which may impact their performance if they are successful in the role?

_____

Reference Checked by	
Designation	
Date	