



Standard Reference Check Form

Candidate Name	Position Sought	Check Performed By	Date of Reference Check
Reference Name	Reference Organization	Relationship to Applicant	Reference Phone
Employment Start Date	Employment End Date	Position Held	Salary

What were the applicant's major job duties?

How well did the applicant relate to others on the job?

How would you evaluate the applicant's quality and quantity (productivity)?

What were the applicant's contributions to the organization where s/he really stood out?

As a supervisor of this employee, what are some areas where we could encourage this employee to grow?

Is there anything else you think should be shared regarding the applicant?