



## Standard Reference Check Form

<b>Candidate Name</b>	<b>Position Sought</b>	<b>Check Performed By</b>	<b>Date of Reference Check</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Reference Name</b>	<b>Reference Organization</b>	<b>Relationship to Applicant</b>	<b>Reference Phone</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Employment Start Date</b>	<b>Employment End Date</b>	<b>Position Held</b>	<b>Salary</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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?