

**EMPLOYEE REFERENCE CHECK**

**Name of Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position Applied for:** \_\_\_\_\_

**Name of Reference Giver:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Position of Reference Giver:** \_\_\_\_\_

**Agency Reference Giver Represents:** \_\_\_\_\_

1. Did the candidate work for you? \_\_\_\_\_
2. What were the dates of employment? \_\_\_\_\_
3. What position(s) did the candidate hold? \_\_\_\_\_
4. What were his job duties? \_\_\_\_\_
5. Did the candidate handle these duties competently? \_\_\_\_\_
6. How was the candidate's attendance record? \_\_\_\_\_
7. If the candidate missed much work, what were the major reasons  
(I.e. illness, family issues; etc.)? \_\_\_\_\_
8. Please comment on the candidate's working habits and traits:
  - a. Is the candidate punctual? \_\_\_\_\_
  - b. Is the candidate dependable? \_\_\_\_\_
  - c. Is the candidate honest? \_\_\_\_\_
  - d. Is the candidate trustworthy? \_\_\_\_\_
  - e. Is the candidate tactful? \_\_\_\_\_
  - f. Does the candidate use good judgment? \_\_\_\_\_
  - g. Is the candidate compassionate? \_\_\_\_\_
  - h. Does the candidate show initiative? \_\_\_\_\_
  - i. Has the candidate got a good attitude? \_\_\_\_\_
  - j. Is the candidate a Team Player? \_\_\_\_\_
  - k. Does the candidate respect authority? \_\_\_\_\_
  - l. Does the candidate need constant supervision? \_\_\_\_\_

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m. Can the candidate handle stress? \_\_\_\_\_

n. Have you ever had any disciplinary issues with the candidate? \_\_\_\_\_

If yes, explain \_\_\_\_\_

9. What do you feel the candidate's main strengths are? \_\_\_\_\_

\_\_\_\_\_

10. What do you feel the candidate's weaknesses are? \_\_\_\_\_

\_\_\_\_\_

11. The candidate has applied for a \_\_\_\_\_ position.

Do you feel the candidate is suitable for it? \_\_\_\_\_

12. What was the reason the candidate left your employment? \_\_\_\_\_

13. Would you hire the candidate again? \_\_\_\_\_

14. Do you have any other comments you would like to make? \_\_\_\_\_

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Reference Checker's Comments \_\_\_\_\_

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Reference check conducted by: \_\_\_\_\_

Position: \_\_\_\_\_