**PRE-EMPLOYMENT REFERENCE CHECK FORM**

This form is intended to be used as a guide by departments during the professional reference check process prior to hiring a new employee. It is expected that the department should complete the form.

Applicant Name:

Reference Name & Title:

Name of Organization/Employer:

Applicant’s Dates of Employment:

Position(s) Held:

Reason for Leaving:

Relationship to Applicant: [ ] Supervisor [ ] Peer [ ] Other (Specify)

What was the nature of the applicant’s job? Please provide a brief description.

What were the applicant’s strengths on the job?

What were the applicant’s weaknesses or areas where the applicant could improve on the job?

How well did the applicant know the work? How well did the applicant perform on the job? How well did the applicant manage the workload?

How would you describe the applicant’s relationships with co-workers, subordinates, and supervisors?

Did the applicant have any warnings or discipline regarding unexcused attendance issues (frequent absences, tardiness, etc.)? [Do not ask about or discuss medical issues.]

Is there anything else you can tell me about the applicant’s ability to perform his/her job?

Would you recommend him/her for this position? Why or why not?

Is there anything I have not asked about that someone considering this person for a job should be aware of?

Is the applicant eligible for re-hire in your organization?

**For Department Use Only**

Completed by:       Date: