

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 applicant work for you? _____
2. When was the employment? _____
3. What is the position of the candidate? _____
4. What were his job duties? _____
5. Did the candidate handle certain duties effectively? _____
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 value 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? _____

Reference Checker's Comments _____

Reference check conducted by: _____

Position: _____