

Reference Check Business Operations

Position: _____

Date: _____

Applicant Name	
Company Contacted	
Person Contacted and Phone Number	
Relationship to Applicant	
Dates of Employment	
Salary	
Applicant's title and duties.	
How would you rate his/her work on a scale of 1 to 10 (10 being high)?	
Strong points. What characteristics do you most admire about him/her?	
Areas for improvement.	
How did last job performance review go?	
Major accomplishments with your company.	
Rate applicant's ability to: (1 to 5, 5 being highest)	
• Learn	
• Be flexible	
• Follow through	
• Use own initiative	
• Demonstrate creativity	
Ability to supervise effectively – Can he/she create team effort?	
Ability to get along with others; Ability to build relationships with colleagues, peers, etc.	

Professional demeanor.	
Communication skills (written and oral).	
Handle conflict/Perform during a crisis.	
Confidentiality.	
Attendance/punctuality. Any personal problems or bad habits that interfered with job performance?	
I would like to read to you part of the candidate's current resume that describes his/her job duties with your organization. Would like to verify that the information the candidate is supplying accurately describes his/her job experience.	
Reason for leaving?	
Would you rehire?	

Note: Questions should relate to the duties of the specific position and the above questions are intended to be illustrative only.