

## REFERENCE CHECKLIST

**Applicant Name:**

**Position:**

### Reference

Company name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact name and position: \_\_\_\_\_

Contact name phone number: \_\_\_\_\_

### Please verify:

- dates of employment as: \_\_\_\_\_ - last salary as: \_\_\_\_\_
- job title \_\_\_\_\_
- responsibilities: \_\_\_\_\_

### Please comment on this former employee:

- productivity:
- general attendance including absences due to health:
- degree of supervision needed:
- overall attitude:
- motivation:
- Leadership:
- sense of urgency:
- customer focus:
- ability to take direction:
- interpersonal skills:

- flexibility:
- key performance strengths:
- performance-related development needs:
- team orientation:
- leadership skills (if appropriate):

Would you re-hire this former employee? If not, why not?

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Is there anything else of relevance that we should know?

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**Reference Checked By:** \_\_\_\_\_ **Date Checked:** \_\_\_\_\_