



Prior Employment Reference Check

Revised: 2/23/12

Applicant's name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Your name and title: \_\_\_\_\_

Name of company (if applicable): \_\_\_\_\_

How long have you known employee and in what capacity? (Direct supervisor, co-worker, etc.??)

Confirm dates of employment: \_\_\_\_\_

Please rate this individual in the following areas on a scale from 1 to 10 with 10 being an exceptional employee and 1 being completely unsatisfactory.

Quality of work: \_\_\_\_\_

Attention to detail: \_\_\_\_\_

Ability to take or follow directions: \_\_\_\_\_

Ability to accept correction or criticism: \_\_\_\_\_

Initiative: \_\_\_\_\_

Reliability: \_\_\_\_\_

Can you describe this person's experience working as a member of a team?

Did you evaluate (candidate's name) performance? If so, can you speak to his/her strong and weak points? What was noted as needing improvement during this performance review?

Ability to deal with an unhappy client/customer/co-worker: \_\_\_\_\_

\*\*\*Is this person eligible for rehire? If no, why not? \_\_\_\_\_

\*\*\*Please do not ask direct questions regarding use of leave. You can ask about a person's reliability and dependability. Does this person complete work in a timely manner? Were you able to count on this person to meet deadlines efficiently?

Signature of person performing Reference Check

Date