

# REFERENCE CHECK TEMPLATE WITH CHECKLIST



CANDIDATE NAME	POSITION SOUGHT	CHECK PERFORMED BY	DATE OF REFERENCE CHECK	IS INFO PROVIDED ACCURATE?	ARE DATES PROVIDED ACCURATE?
REFERENCE NAME	REFERENCE ORGANIZATION	RELATIONSHIP TO CANDIDATE	REFERENCE PHONE	EMPLOYMENT START DATE	EMPLOYMENT END DATE
REASON FOR SEPARATION	SEPARATION VOLUNTARY?	ELIGIBLE FOR REHIRE?	POSITION HELD	SALARY	
NATURE OF CANDIDATE'S JOB					
CHECKLIST: RATE CANDIDATE BASED UPON THE FOLLOWING AREAS <small>poor, fair, good, very good, excellent, N/A</small>					
CHARACTER		COMPETENCE <small>in relation to employment, only</small>		SERVICE	
Honesty		Knowledge		Service to Others	
Integrity		Job Skills		Ability to Collaborate	
Response to Correction		Work Quality		Ability to Function in Team	
Ability to Mentor		Work Quantity		Initiative	
Trustworthiness		Ability to Learn		Dependability	
Work Ethic		Judgement		Attendance	
		Communication		Punctuality	
CHARACTER   Additional Comments		COMPETENCE   Additional Comments		SERVICE   Additional Comments	
WERE ANY DISCIPLINARY ACTIONS TAKEN? PLEASE CLARIFY.		WERE THERE ANY PERFORMANCE ISSUES? PLEASE CLARIFY.		ADDITIONAL COMMENTS	
DEFINE THE STRONG POINTS OF THE CANDIDATE.		DEFINE ANY WEAKNESSES OF THE CANDIDATE.			

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