

Use Company's Letterhead

Date: _____

Applicant Name: _____

Position Applied for: _____

Reference Checked by: _____

Reference Name: _____

Reference Title: _____

Company Name: _____

Reference Phone: _____

Reference E-mail: _____

In which capacity/ role did you know the applicant?

What was your role/ working relationship with an applicant at that time?

Was the applicant an employee of your company?

Yes

No

What were the applicant's dates of employment?

Start Date:

End Date:

What was the applicant's salary?

Starting Salary:

Ending Salary:

Why did the applicant leave?

What were the applicant's job responsibilities?

How would you rate the applicant's performance?

How would you rate applicant's attendance?

What are the applicant's professional strengths?

What are the applicant's professional weaknesses?

Did the applicant get along well with management and co-workers?

Was the applicant promoted while with your company?

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

How would you describe the applicant's interpersonal skills?

What kind of job this applicant would be best at?

If I describe the position we are hiring for to you, could you describe how good a fit you think the applicant would be for the position?

Is there anything I haven't asked that you would like to share with me?