

APPLICANT DETAILS

| | |
|----------------------|-------------------------|
| Applicant Name | Date of Reference Check |
| Position Applied For | Checked By |

EMPLOYMENT DETAILS

| | |
|------------------|---------------------|
| Employer | Telephone Number |
| Person Contacted | Email |
| Position(s) Held | Dates of Employment |

Describe the type of work and the job duties that the candidate was responsible for.

How would you describe the quality of work generated by the candidate?

What were the candidate's strengths related to their role?

Were there aspects of their role that needed development or improvement?

How would you describe the candidate's ability to work as part of a team versus their ability to contribute individually?

How would you describe the candidate's relationships with customers, co-workers, direct reports (if applicable) and managers?

Did the candidate have any notable successes or setbacks during their employment?

| | |
|---------------------------------|---|
| Position Candidate Applying for | Do you believe the candidate would be a good fit for this type of position? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain reasoning below |
|---------------------------------|---|

Reason candidate would/would not be a good candidate for position listed above

If Past Employer:

| | |
|--|--|
| Was candidate prior employee? <input type="checkbox"/> No - skip section <input type="checkbox"/> Yes - Explain why they left below | Would this individual be eligible for rehire at your organization? <input type="checkbox"/> Yes <input type="checkbox"/> No - Explain reason(s) why not |
|--|--|

Reason(s) Candidate Left Employment

Reason(s) Candidate Not Eligible for Rehire

Is there anything that we haven't discussed that you think would be important to know as we make our final hiring decision?