# APPENDIX A

## Reference Check Record

**Name of Applicant:**

**Position Title & Number:**

**Company Name and Phone #:**

**Reference Provider’s Name & Title:**

**Reference Provider’s Phone/Email:**

*Approximately 10 to 15 employment related questions.*

1. Did you directly supervise, manage, or teach the candidate?
2. How long did the candidate work for you (months and/or years), and how were they employed by the company?
3. What was the candidate’s job title and primary duties with your organization?
4. What are his/her strong points?
5. What areas of improvement or development could the candidate focus on?
6. Please give detailed comments on his/her:
	1. Attendance and dependability
	2. Initiative and motivation to take on additional tasks
	3. Ability to get along with others
	4. Degree of supervision required
	5. Professionalism
	6. Overall attitude
7. Why did he/she leave your company (if applicable)?
8. Would you rehire him/her (if applicable)?

*Additional Suggested Questions:*

*1.*

*2.*

*3.*

 *Reference Check Conducted By:*

*Date & Time:*