

# Employment Phone Reference Check Form

Applicant's Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Applied For \_\_\_\_\_

**PREVIOUS EMPLOYER:**

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ ext. \_\_\_\_\_

Person to Contact \_\_\_\_\_ Title \_\_\_\_\_

**INTRODUCE YOURSELF BY NAME, TITLE AND COMPANY**

\_\_\_\_\_ has applied for \_\_\_\_\_ with our company and has told us that he/she was previously employed by your company. May I have a few minutes of your time to ask a few brief questions. (If time is not available, make an appointment to recall.)

1. What was the nature of work and job responsibilities performed by this individual?

2. Please tell me how you would rate him/her in the following areas?

	Outstanding	Very Good	Good	Improvement Needed	Unsatisfactory
Attendance					
Cooperation					
Initiative					
Productivity					
Quality of Work					
Job Knowledge					
Reliability - Dependability					
Work Ethic					
Interactions with Co-workers					

3. What would you consider to be his/her strongest point?

Weakest point?

4. What was his / her skill job knowledge or level overall?

5. What was his/her computer knowledge. Word. Excel. Accounting Systems.

6. All work settings at times can be overwhelming and anger even the best workers. How would rate or describe the applicants ability to deal with these situations?

7. What was his/her reason for leaving?

8. Would you rehire him/her?       Yes     No      Why?

9. Do you have any additional comments?