



EMPLOYMENT VERIFICATION & REFERENCE CHECK

Name of Applicant: _____ Position: _____

Person Contacted: _____ Employer: _____

Relationship to Candidate: _____ Phone No. _____

Dates of Employment: _____ to _____

Reason for Leaving: _____ Status: FT PT Exempt? _____

Describe his/her overall job knowledge: _____

Quality of Work: _____

How would you describe his/her productivity and initiative? _____

How would you describe his/her customer service skills? _____

Responsiveness to change/flexibility/willingness to cross-train? _____

Can you give me an example of a time when you were particularly impressed with this his/her performance?

Ability to work with others--communication skills: _____

Ability to supervise/lead others: _____ How many people did he/she supervise? _____

In what areas do you feel this person could be improved/developed? _____

Attendance: _____

Rehire Status: _____ If not, why? _____

We are considering this person for a _____ position. How do you think he/she would do? _____

Additional Comments: _____

Reference taken by: _____ Date: _____