

[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]

Prospective Employee Reference Check Form

Prospective employee

name:

Date:

Employer (company
name):

Employment dates
(from/to):

Reference name:

Title:

Ending salary:

Job title:

Job description (duties):

Check the most appropriate response for each category

Missed attendance (days per year)

- Three or fewer
- Four to ten
- More than ten

Punctuality

- Seldom late
- Occasionally late
- Frequently late

Ability and willingness

- Goes beyond job description
- Fulfills job description
- Needs encouragement to get job done

Contribution

- Would rehire
- Was asset to company
- Average worker
- Would not rehire

Rate the employee in each category on a scale from 1 to 10, with 10 being a perfect score

- _____ Attention to detail
- _____ Speed of learning
- _____ Willingness to accept direction
- _____ Ability to self-start
- _____ Willingness to do "low-level" work
- _____ Ability to follow directions
- _____ Getting along with co-workers
- _____ Dealing with clients/clients
- _____ Capacity to work under pressure
- _____ Loyalty
- _____ Willing to work hard, including extra hours
- _____ Total Score

Personal habits or problems:

Additional comments:

Initials of
interviewer:

Title:

Date:
