



REFERENCE CHECK WORKSHEET

Reference checks are an integral part of the recruitment process. The candidate should provide three (3) professional references for you to contact, including one (1) current supervisor and two (2) past supervisors. All references should be professional references, preferably supervisors.

Exceptions for Minors under 18: If a minor has had *no prior employment*, teachers and/or coaches are allowed if they have supervised or mentored the candidate.

This reference worksheet was created to help guide you through checking a candidate's references. Please tell the reference that all his/her responses will remain confidential, and that we appreciate candid, honest responses.

CANDIDATE NAME

POSITION APPLYING FOR

REFERENCES CONDUCTED BY

DATE

SUMMARY OF CANDIDATE'S EXPERIENCE AND QUALIFICATIONS

REFERENCE #1: CURRENT EMPLOYER / CURRENT SUPERVISOR

REFERENCE NAME

EMPLOYER

JOB TITLE

RELATIONSHIP TO CANDIDATE

PHONE NUMBER

EMAIL ADDRESS

1) The candidate is applying as {insert job title}. How successful do you think s/he will be in performing these job duties? Please provide examples from candidate's past work experiences.

2) What was your working relationship to the candidate?

3) What were the candidate's dates of employment?

4) How long did you work with the candidate (months/years)?

5) How would you best categorize candidate's work habits in each of these areas:

	Below Average	Average	Above Average	Outstanding	N/A
General Work Habits					
Punctuality					
Teamwork/Working With Others					
Attention to Detail/Time Management					
Customer Service					
Heavy Workloads					
Accepting Responsibility					
Judgment/Making Decisions					
Ethical Situations					
Supervising Others					

6) Did candidate have any supervisory responsibilities? YES NO
If "YES," how many individuals did this person supervise?
How would you best describe candidate's supervisory style?

7) How closely was candidate supervised?

8) What are the candidate's strengths?

9) What are the candidate's weaknesses or areas of improvement?

10) Has the candidate ever had issues regarding *performance* or *discipline*? YES NO
If "YES," please explain why

11) Would you re-employ him/her? YES NO
If "NO," please explain why

12) Is there anything that you would like to say about the candidate?

REFERENCE #2: PAST EMPLOYER / PAST SUPERVISOR

REFERENCE NAME

EMPLOYER

JOB TITLE

RELATIONSHIP TO CANDIDATE

PHONE NUMBER

EMAIL ADDRESS

1) The candidate is applying as {insert job title}. How successful do you think s/he will be in performing these job duties? Please provide examples from candidate's past work experiences.

2) What was your working relationship to the candidate?

3) What were the candidate's dates of employment?

4) How long did you work with the candidate (months/years)?

5) How would you best categorize candidate's work habits in each of these areas:

	Below Average	Average	Above Average	Outstanding	N/A
General Work Habits					
Punctuality					
Teamwork/Working With Others					
Attention to Detail/Time Management					
Customer Service					
Heavy Workloads					
Accepting Responsibility					
Judgment/Making Decisions					
Ethical Situations					
Supervising Others					

6) Did candidate have any supervisory responsibilities? YES NO
If "YES," how many individuals did this person supervise?
How would you best describe candidate's supervisory style?

7) How closely was candidate supervised?

8) What are the candidate's strengths?

9) What are the candidate's weaknesses or areas of improvement?

10) Has the candidate ever had issues regarding *performance* or *discipline*? YES NO
If "YES," please explain why

11) Would you re-employ him/her? YES NO
If "NO," please explain why

12) Is there anything that you would like to say about the candidate?

REFERENCE #3: PAST EMPLOYER / PAST SUPERVISOR

REFERENCE NAME

EMPLOYER

JOB TITLE

RELATIONSHIP TO CANDIDATE

PHONE NUMBER

EMAIL ADDRESS

1) The candidate is applying as {insert job title}. How successful do you think s/he will be in performing these job duties? Please provide examples from candidate's past work experiences.

2) What was your working relationship to the candidate?

3) What were the candidate's dates of employment?

4) How long did you work with the candidate (months/years)?

5) How would you best categorize candidate's work habits in each of these areas:

	Below Average	Average	Above Average	Outstanding	N/A
General Work Habits					
Punctuality					
Teamwork/Working With Others					
Attention to Detail/Time Management					
Customer Service					
Heavy Workloads					
Accepting Responsibility					
Judgment/Making Decisions					
Ethical Situations					
Supervising Others					

6) Did candidate have any supervisory responsibilities? YES NO
If "YES," how many individuals did this person supervise?
How would you best describe candidate's supervisory style?

7) How closely was candidate supervised?

8) What are the candidate's strengths?

9) What are the candidate's weaknesses or areas of improvement?

10) Has the candidate ever had issues regarding *performance* or *discipline*? YES NO
If "YES," please explain why

11) Would you re-employ him/her? YES NO
If "NO," please explain why

12) Is there anything that you would like to say about the candidate?