



## PROFESSIONAL REFERENCE

**Applicant Name:**

Date:

Position Applied for:

Reference Checked by:

Employer:

Contact Person:

Contact Phone:

Was the applicant an employee of your company?

Yes [ ]

No [ ]

What were the applicant's dates of employment?

Start Date:

End Date:

- Why did the applicant leave?
- What was the applicant's position and responsibilities?
- How would you rate the applicant's performance?
- Did the applicant have any performance issues?
- Did the applicant have any attendance issues?
- What are the applicant's strengths?
- What are the applicant's weaknesses?
- Did the applicant get along well with management and co-workers?
- Was the applicant promoted while with your company?

- Can you describe this person's experience working as a member of a team?
- How would you describe the applicant's interpersonal skills?
- If I describe the position we are hiring for to you, could you describe how good a fit you think the applicant would be for the position?
- Is there anything I haven't asked that you would like to share with me?

Would you rehire this person?

Yes [ ]

No [ ]