

## Professional Reference Check - Sample

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### Responder Information

\*First Name

\*Last Name

\*Your Job Title

\*Relationship to Applicant

### Best Way To Reach You

Phone Call

Text Message

Email

## Applicant Information

### Beginning Date of Employment

MM

DD

YYYY

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### Last Date of Employment

MM

DD

YYYY

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What were the applicants job functions / responsibilities?

## Reference Information

What would you say are this persons greatest strengths?

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What would you say are this persons greatest opportunities?

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When coaching this individual, how did they respond?

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How would you describe your overall working relationship with this person?

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How would you describe their overall working relationship with their peers?

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Was this person dependable? Ex: Completed assignments, attendance, attention to detail, etc.

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What was the persons reason for leaving?

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Is this person eligible for rehire?

Yes  No

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Rehire: why or why not?

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Is there anything else you want to share?