

Search Committee Reference Check Form



Candidate Name:

Title of Position for which the candidate interviewed:

Reference Name, Company Name, and Phone #:

Verified Employment dates with Reference/Company:

From: to: Salary: Title:

Please describe his/her job responsibilities:

How many years have you worked with this applicant?

Overall, how would you rate his/her performance?

Average, Above average; Below average

Describe strengths:

Describe weaknesses:

How much supervision does this person require?

Does this person follow through on assigned tasks?

How would you describe his/her interpersonal relationships/working with others?

Specifically, how would you describe this individual's ability to work in teams?

Reason for leaving:

Would you re-employ him/her if you had a suitable opening?

Is there anything you would like to add regarding the applicant's work or job performance?

Could you suggest anyone else I should speak to regarding this individual?

Reference Checker Signature/Title