

# Professional/Personal Reference Check

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship to Applicant:  Supervisor  Co-Worker  Other \_\_\_\_\_

Years you have worked with or known the applicant: \_\_\_\_\_

Overall, how would you rate the applicant's performance (average, above/below average)?

What are the applicant's strong points?

What are the applicant's weak points?

Does this person follow through with assigned tasks?

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

Reference Check completed by: \_\_\_\_\_ Date: \_\_\_\_\_