

Telephone Reference Check Form



Purpose: A reference check is a valuable tool in the recruitment process to verify facts and obtain additional information about the candidate. All sections should be completed to be considered a valid reference. Indicate N/A if the question is not applicable.

DO NOT CONDUCT A CHECK WITHOUT A COMPLETED APPLICATION FROM PITTSOURCE.

Applicant Name: _____

Date of Reference Check: _____

Person Checking Reference: _____

Reference Name: _____

Reference Organization: _____

Relationship to Applicant: Supervisor Coworker Professional Non Professional (friend, family member, etc.)

Dates of Employment: From _____ To _____

Position(s) Held:

What was the nature of his/her job?

Salary: _____

Reason for Separation: _____

Please rank the candidate based on the following areas:

Attendance	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> N/A
Dependability	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> N/A
Willingness to assume responsibility	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> N/A
Ability to follow instructions	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> N/A
Quality of work	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> N/A
Quantity of work	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> N/A

Additional Questions:

Were there any performance issues/disciplinary actions? Please explain::

What are the candidate's strengths and weaknesses?

If given the opportunity, would you re-employ this individual? Yes No

Any additional comments?