



Reference Check List

Please attach any additional notes/documentation to the back of this page.

Candidate Name: _____ Date: _____

Position Applying for: _____

Reference 1 (Required)

Name of Reference: _____ Title: _____

Company: _____ Contact (phone/email): _____

1. How would you rate the feedback given regarding this employee? (Check one)

Outstanding Good Average Fair Poor

2. Were any issues mentioned? Yes No

a. If yes, please specify: _____

Reference 2 (Required)

Name of Reference: _____ Title: _____

Company: _____ Contact (phone/email): _____

3. How would you rate the feedback given regarding this employee? (Check one)

Outstanding Good Average Fair Poor

4. Were any issues mentioned? Yes No

a. If yes, please specify: _____

Reference 3 (Optional)

Name of Reference: _____ Title: _____

Company: _____ Contact (phone/email): _____

5. How would you rate the feedback given regarding this employee? (Check one)

Outstanding Good Average Fair Poor

6. Were any issues mentioned? Yes No

a. If yes, please specify: _____

Completed By:

Name: _____ Signature: _____ Date: _____