

PRE-EMPLOYMENT REFERENCE CHECK

Applicant: _____

Position: _____

Company contacted: _____

Phone: _____

Name of company representative: _____

Title of company representative: _____

Dates of employment: _____

Salary information: _____

Regular pay: _____

Overtime pay: _____

Bonus: _____

Shift differential: _____

Date of last wage increase: _____

What was your relationship with the applicant? _____

What were the applicant's job title and duties? _____

How long did you supervise this employee? _____

How would you compare this employee to others doing similar work and responsibilities? _____

Strong points: _____

Areas for improvement: _____

How would you rate this applicant's ability on a scale of 1 to 5 (5 being the highest) regarding the following:

Attention to detail: _____

Comment: _____

Learn: _____

Comment: _____

Follow directions: _____

Comment: _____

Accept responsibility: _____

Comment: _____

Follow through: _____

Comment: _____

Initiate: _____

Comment: _____