|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 REFERENCE CHECK WITHOUT A COMPLETED APPLICATION FROM YVEDDI.** | | | | | | |
| 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 (*candidate name*) job with you? | | | | | | |
| Salary | $ | | Reason for Separation | |  | |
| **Please rank (***candidate name***) based on the following areas:** | | | | | | |
| Attendance | | Poor  Fair  Good  Very Good  Excellent  N/A | | | | |
| Dependability | | Poor  Fair  Good  Very Good  Excellent  N/A | | | | |
| Quality of work | | Poor  Fair  Good  Very Good  Excellent  N/A | | | | |
| **Additional Questions** | | | | | | |
| Were there any concerns/performance issues/disciplinary actions? Please explain:    Name of any friend, neighbor or co-workers who may have knowledge or information about the issues (name)? | | | | | | |
| In your opinion, what are the (*candidate’s name*) strengths?    Weaknesses? | | | | | | |
| **\*** If given the opportunity, would you re-hire this individual?  Yes  No | | | | | | |
| Any additional comments? | | | | | | |
| *Thank you for your time and assistance.* | | | | | | |

