

REFERENCE VERIFICATION FORM

PLEASE PRINT

Applicant's First Name _____ Middle _____ Last _____

I give _____, the "Company", permission to obtain the employment references necessary to make a hiring decision and hold persons giving references free from any and all liability resulting from this process. I waive any provision impeding the release of this information and agree to provide any information necessary for the release of this information beyond that provided on the employment application and reference verification form.

Signature Date

COMPANY INFORMATION

Company	Address	Phone	From Mo. & Yr.	To Mo. & Yr.
Job Title	Reason for leaving	Supervisor's Name and Title		
Describe duties briefly:			Starting Salary	Ending Salary

JOB INFORMATION

Did you work overtime? Yes No How often? _____

Were you ever counseled about attendance or tardiness? Yes No If yes, how often? _____

Did you have a performance review? Yes No What was your last performance review rating? _____

What comments did your supervisor make at that time? _____

Did you resign from this position? Yes No Discharged? Yes No Laid-off? Yes No

Were you ever disciplined on the job? Yes No If yes, explain: _____

REFERENCE INFORMATION

When we speak to your former supervisor, we will ask him or her to rate your performance with regard to the following categories. Please rate yourself in the following categories as you feel he/she will rate you:

TEAMWORK: The degree to which you are willing to work harmoniously with others; the extent to which you conform to the policies of management.

Unsatisfactory Below Average Average Above Average Outstanding

DEPENDABILITY: The extent to which you can be depended upon to be available for work and do it properly; the degree to which you are reliable and trustworthy; the extent to which you are able to work scheduled days and times, as well as your willingness to work additional hours if needed.

Unsatisfactory Below Average Average Above Average Outstanding

INITIATIVE: The degree to which you act independently in new situations; the extent to which you see what needs to be done and do it without being told; the degree to which you do your best to be a top employee.

Unsatisfactory Below Average Average Above Average Outstanding

QUALITY: The degree to which your work is free from errors and mistakes; the extent to which your work is accurate; the quality of your work in general.

Unsatisfactory Below Average Average Above Average Outstanding

CUSTOMER SERVICE: The degree to which you relate to the customer's needs and/or concerns.

Unsatisfactory Below Average Average Above Average Outstanding

OVERALL PERFORMANCE: The degree to which your previous employer was satisfied with your efforts and achievements, as well as your eligibility for rehire.

Unsatisfactory Below Average Average Above Average Outstanding

TELEPHONE REFERENCE VERIFICATION

APPLICANT INFORMATION

Applicant: _____ Date: _____
Supervisor's Name: _____ Title: _____
Company: _____ City/State: _____ Phone (____) _____

SCRIPT

I would like to verify some of the information given to us by _____
who is applying for employment with our company. I have a signed release and authorization holding any persons giving references free from any
and all liability that could result from this process.

REFERENCE INFORMATION

Please rate the applicant's performance with regard to the following categories:

TEAMWORK: The degree to which the employee was willing to work harmoniously with others; the extent to which he or she conformed to the policies of management.

Unsatisfactory Below Average Average Above Average Outstanding

DEPENDABILITY: The extent to which the employee could be depended upon to be available for work and do it properly; the degree to which he or she was reliable and trustworthy; the extent to which the employee was able to work scheduled days and times, as well as his or her willingness to work additional hours if needed.

Unsatisfactory Below Average Average Above Average Outstanding

INITIATIVE: The degree to which the employee acted independently in new situations; the extent to which he or she saw what needed to be done and did it without being told; the degree to which the employee did his or her best to be a top employee.

Unsatisfactory Below Average Average Above Average Outstanding

QUALITY: The degree to which the employee's work was free from errors and mistakes; the extent to which his or her work was accurate; the quality of the employee's work in general.

Unsatisfactory Below Average Average Above Average Outstanding

CUSTOMER SERVICE: The degree to which the employee related to the customer's needs and/or concerns.

Unsatisfactory Below Average Average Above Average Outstanding

OVERALL PERFORMANCE: The degree to which you were satisfied with the employee's efforts and achievements, as well as his or her eligibility for rehire.

Unsatisfactory Below Average Average Above Average Outstanding

Why did this employee leave your company? _____

Would you re-employ him or her? Yes No If no, why not? _____

Is there anything else we should know about this person? _____

What were the dates of his/her employment with you? From: _____ To: _____ What were his or her earnings? _____

HOW WOULD YOU DESCRIBE HIS OR HER:

Consideration for company property? _____

Dependability on completing assignments? _____

Supervision requirements? _____

Attendance? _____

Strengths & Limitations? _____

Job performance? _____

Additional comments: _____