



EMPLOYMENT REFERENCE CHECK FORM

Review AgCenter **Employment Reference Check Guidelines** before beginning this process. Verify that the applicant has provided permission before conducting reference checks and complete this top section initially from candidate's application or resume.

Candidate Name _____

Reference Name _____

Reference Company Name _____

Dates of Employment: From: _____ To: _____

Position(s) Held _____

Reason for Leaving _____

[Explain the reason for your call and verify the above information with the supervisor, including the reason for leaving. Note any differences or new information below.]

Please describe the type of work for which the candidate was responsible.

How would you describe the applicant's relationships with co-workers, subordinates (if applicable) and superiors?

What is your overall assessment of the candidate?

Did the candidate have any warnings or discipline regarding unexcused attendance issues (frequent absences, tardiness, etc.)? *Do not ask about or discuss medical issues.*

The candidate has applied for a position as a _____ with us. Do you believe the candidate would be a good fit for this type of position? Why or why not?

Would this individual be eligible for rehire at your organization? Why or why not?

Is there anything I haven't asked about that someone considering this person for a job should be aware of?

Completed by: _____ Date: _____