Telephone Reference Check Form

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.

YVEDDI
YADKIN VALLEY ECONOMIC
DEVELOPMENT DISTRICT, INC.