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| 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.* |

