



Reference Checklist Sheet
Attachment B

Applicant Name _____ Job # _____

Department _____

Position Applied For _____

Reference Name _____

Company Name _____ Phone # _____

1. Can you verify the dates _____ worked for your company? _____
Applicants Name

2. Position he/she held with the company? _____

3. Tell me how you would rate him/her in the following areas and why: 1(Low) 5(High) Circle/Select One

Attendance: 1 2 3 4 5 _____

Productivity: 1 2 3 4 5 _____

Quality of Work: 1 2 3 4 5 _____

Cooperation: 1 2 3 4 5 _____

Job Knowledge: 1 2 3 4 5 _____

Communication: 1 2 3 4 5 _____

Initiative: 1 2 3 4 5 _____

Reliability: 1 2 3 4 5 _____

Creativity: 1 2 3 4 5 _____

Technology Skills: 1 2 3 4 5 _____

4. Would you rehire him/her? Yes or No

5. Is there anything else you would like to add about the applicants work or job performance?

Search Committee Chair Signature

Date