



New Employee Reference Checklist

Applicant: _____ Position: _____ Date: _____

Name of Business: _____ Contact: _____ (First & Last Name)

Phone #: _____ Supervisor Co-Worker Friend Other

Information Obtained Via: Telephone Written Verbal

Reference Date: _____ Reference Time: _____

Length of Time Acquainted with Applicant: _____

Job Knowledge: Good Fair Poor Quality of Work: Good Fair Poor

Initiative: Good Fair Poor Judgment: Good Fair Poor

Cooperation/Team Player: Good Fair Poor Re-hirable: Yes No

Strengths: _____

Weaknesses: _____

Completed by: _____

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Continue on other side ➡

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