

## **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: \_ Good Fair Poor Quality of Work: Good Fair Poor Job Knowledge: Good Fair Poor Judgment: Good Fair Poor Initiative: ☐ Good ☐ Fair ☐ Poor Cooperation/Team Player: Re-hirable: Yes No Strengths: Weaknesses: Completed by: Name of Business: Contact: (First & Last Name) Supervisor Co-Worker Friend Other Information Obtained Via: Telephone Written Verbal Reference Date: \_\_\_\_\_\_ Reference Time: \_\_\_\_\_ Length of Time Acquainted with Applicant: \_\_\_\_\_ Good Fair Poor Quality of Work: Good Fair Poor Job Knowledge: Initiative: Good Fair Poor Judgment: Good Fair Poor ☐ Good ☐ Fair ☐ Poor Cooperation/Team Player: Re-hirable: Yes No Strengths: Weaknesses: Completed by:

	Applicant Name:	, Positio	n:
Name of Business:	Con	ıtact:	(First & Last Name)
Phone #:	Si	upervisor 🗌 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:		_	- — Yes ∏No
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TAT 1			
Weaknesses:			
Completed by:			
	Con		
Phone #:	Si	upervisor Co-Worker C	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:		<u></u>	
Name of Business:		ntact:	(First & Last Name)
Phone #:		upervisor 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:		<u></u>	