|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name: |  | Position Applied for: |  |
| Reference Company/ Organization: |  | Reference Name: |  |
| Reference Phone #: |  | Reference Job Title: |  |
| Candidate’s Last Salary: |  | Dates of Employment: | From: To: |

**Department of Natural and Cultural Resources**

**Employment Reference Check**

**Please rate the Candidate on the following using Below, Met, or Exceeded Expectations**

|  |  |  |  |
| --- | --- | --- | --- |
| Attendance (non FMLA) |  | Incentive/Motivation |  |
| Communication Skills |  | Quality of Work |  |
| Conduct/Behavior in Workplace |  | Team Player |  |
| Efficiency/Time Management |  | Working Knowledge |  |
| Leadership |  | Supervisory Skills  (If applicable) |  |

|  |  |
| --- | --- |
| 1. | What would you consider to be his/her strongest points? |
| 2. | What would you consider to be his/her areas of needed improvement? |
| 3. | Please describe the candidate’s last performance review: |
| 4. | Does the candidate have disciplinary issues that we need to be aware of before making a hiring decision?  \_\_\_\_\_Yes (enter explanation in space provided below) \_\_\_\_No |
| 5. | Would you rehire this candidate? \_\_\_Yes \_\_\_ No (enter supporting comments in the space provided below) |
| 6. | Enter any additional Information about the candidate that would relate to his/her overall work performance and qualifications. |

|  |  |
| --- | --- |
| **Reference Check Completed By:** |  |
| **Title:** |  |
| **Date:** |  |