***Reference Check Format***

|  |  |
| --- | --- |
| **Name of the Candidate** |  |
| **Reference Person Name** |  |
| **Company Name/ Address /Phone Number:** |  |
| **Joining Date of the Candidate** |  |
| **Last Working Day of the Candidate** |  |
| **Designation** |  |
| **Present Salary** |  |
| **Employee Code if any** |  |

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Particulars** | **Remarks** |
| **1** | **Key Responsibility** |  |
| **2** | **Achievement** |  |
| **3** | **Management & Team Player** |  |
| **4** | **Relationship with Seniors & Co-workers** |  |
| **5** | **Integrity** |  |
| **6** | **Employee’s Temperament** [*Sanguine (optimistic, active and social), Choleric (short-tempered, fast or irritable), Melancholic (analytical, wise and quiet), and Phlegmatic (relaxed and peaceful)]* |  |
| **7** | **Reason for Leaving** |  |
| **8** | **Any pending dues** |  |
| **9** | **Ability to work under pressure** |  |
| **10** | **Overall assessment on Performance** |  |

**Reference Check Done by: Verification By:**

**Signature: Signature:**

*(Digital Signature Required)*