

APPLICANT REFERENCE CHECK LIST

NAME OF APPLICANT: _____

POSITION APPLIED FOR: _____

NAME & JOB TITLE OF REFERENCE: _____

CAP EMPLOYEE CHECKING REFERENCE: _____ DATE: _____

ASSOCIATION:

Social or professional? _____

If professional, what was the relationship? _____

Nature of work applicant performed? _____

	UNACCEPT	POOR	SATIS	GOOD	EXCEL
<u>WORK</u>					
General quality of work	1	2	3	4	5
General quantity of work	1	2	3	4	5
Organization	1	2	3	4	5
Overall job performance	1	2	3	4	5
<u>COMMUNICATION</u>					
Oral skills	1	2	3	4	5
Written skills	1	2	3	4	5
<u>MOTIVATION & INITIATIVE</u>					
Motivation	1	2	3	4	5
Initiative	1	2	3	4	5
Ability to work without close supervision	1	2	3	4	5
Responsibility	1	2	3	4	5
<u>GENERAL WORK HABITS</u>					
Dependability	1	2	3	4	5
Absenteeism	1	2	3	4	5
Promptness in completing assignments	1	2	3	4	5

	UNACCEPT	POOR	SATIS	GOOD	EXCEL
<u>JUDGEMENT AND PROBLEM SOLVING</u>					
Judgement	1	2	3	4	5
Problem solving ability	1	2	3	4	5
<u>FLEXIBILITY</u>					
Flexibility in adapting to different situations	1	2	3	4	5
<u>WORKING RELATIONSHIP</u>					
Ability to work and get along with others	1	2	3	4	5
Leadership ability	1	2	3	4	5

Summary of strong points

Areas of needed improvement

If given the opportunity, would you rehire this person?

If not, why?

Is there any additional information you can give regarding this applicant?
