

APPLICANT INFORMATION											
Applicant's N	lame:								Date:		
Position:											
Verifier's Nar	e:										
						CC	ONTA	CT INFO	ORMATIO	N	
Name of Con	tact:										
Title:										Phone Number:	
Company:											
At the beginning of the reference check discussion, please inform the contact that the applicant has signed a Confidential Inquiry Waiver releasing the individual and organization from liability.											
GENERAL INFORMATION											
Was the applicant an employee of your company?											
Beginning Da	ite of	Emplo	oymer	nt:			Ending Date	of Employment:			
What were the applicant's primary job duties and responsibilities?											
						RA	TING	S AND	COMMEN	ITS	
	Excellent	poog	Neutral	Limited	Poor	Insufficient Information	Not Applicable		Comments (r	equired for ratings of Limited and Poor)	
			ı	ı			ī	All Posi	tions		
Problem- Solving Skills											
Creativity and Initiative											
Dependability											

	Excellent	Good	Neutral	Limited	Poor	Insufficient Information	Not Applicable	Comments (required for ratings of Limited and Poor)
Enthusiasm								
Time Management								
Attention to Detail								
Commitment to Excellence								
Collegiality with all Levels								
Appreciation of Diversity								
Honesty/ Integrity								
What are the applicant's key strengths for the position?								
In which areas does the applicant need further development?								
Is there anything you would like to share about this candidate?								
Would you rehire this applicant?								