

PREVIOUS EMPLOYER REFERENCE QUESTIONNAIRE

Applicant _____

Reference _____

Date _____ Phone _____

Verify Employment Dates _____

How would you rate this employee's work performance

Below Average, Average, Above Average _____

What were some of the employee's duties? _____

Did this employee have supervisory duties? Yes How many? _____ No

Please name the employee's greatest strengths.

What are this employee's biggest weaknesses or area for improvement?

Are you aware of any issues with this employee getting along with co-workers or customers?

How would you describe this employee's:

- Work habits compared with those of his/her co-workers? _____
- Ability to follow directions? _____
- Ability to learn new skills? _____
- Ability to work as part of a team? _____

How would you rate this employee's attendance? _____

What do you think would be the ideal job for this individual? _____

Would you rehire the employee if you were able to do so? _____

Any additional comments? _____
