

## 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? \_\_\_\_\_

\_\_\_\_\_