Classified Reference Check Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position &amp; Department:</th>
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<tbody>
<tr>
<td>Date:</td>
<td>Reference &amp; Company:</td>
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1. Is the reference a:
   a. Supervisor, Coworker or Other (If other, please explain)

2. How long have you known the candidate?

3. What was the candidate’s title and responsibilities?

4. Describe the candidate’s relationship with superiors, peers and subordinates.

5. What were the candidate’s strengths? What were the candidate’s weaknesses?

6. How effective was the candidate in terms of quantity and quality of work?
7. Did the candidate have good listening and communication skills?

8. Describe the candidate’s time and attendance.

9. Why did the candidate leave and if so would you rehire the candidate?

10. On a scale of 1-10 with 10 being the highest, how likely are you to recommend this candidate for__________position?