

# DP Staff Search

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## Reference Check Form

### Applicant Information

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Position Applied for: \_\_\_\_\_

Recruiter Name: \_\_\_\_\_

### Contact Information

Name of Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address Suite #*

\_\_\_\_\_ *City State ZIP Code*

### Reference Comments

Was the applicant an employee of your company? YES  NO

When? START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

What was the relationship between you and the applicant?  
What was the applicant's position on the last day of employment? \_\_\_\_\_

What were the applicant's job responsibilities?

### Please rank the candidate based on the following areas:

<b>Responds to Supervision</b>	Excellent	Very Good	Good	Fair	Poor	N/A
<b>Attendance</b>	Excellent	Very Good	Good	Fair	Poor	N/A
<b>Dependability</b>	Excellent	Very Good	Good	Fair	Poor	N/A
<b>Willingness to assume responsibility</b>	Excellent	Very Good	Good	Fair	Poor	N/A
<b>Ability to follow instructions</b>	Excellent	Very Good	Good	Fair	Poor	N/A
<b>Quality of work</b>	Excellent	Very Good	Good	Fair	Poor	N/A
<b>Quantity of work</b>	Excellent	Very Good	Good	Fair	Poor	N/A
<b>Leadership</b>	Excellent	Very Good	Good	Fair	Poor	N/A

**Areas of Excellence?**

**Areas needing improvement?**

**How would you characterize the applicant's problem-solving skills?**

**How would you characterize the applicant's technical skills?**

**Did the applicant work on multiple projects at once? If so, how did he/she handle it?**

**Please describe a time when the applicant had a conflict with a co-worker. How did he/she handle it?**

**What was the applicant's reason for leaving your employ?**

**If you had the opportunity would you rehire the applicant?**

YES

NO

**Is there anything else you would like to add?**