

**REFERENCE CHECK**

[Under N.C. General Statute 126-24, pre-employment references solicited by the Department of Administration are **confidential** and may not be released to the public.]

Applicant or Employee: \_\_\_\_\_  
 (Last, First, MI)

Employer: \_\_\_\_\_

1. Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

2. Last Position's Title: \_\_\_\_\_

Major Duties: \_\_\_\_\_  
 \_\_\_\_\_

Special Skills: \_\_\_\_\_

	<b>Yes</b>	<b>No</b>
3. Usually come to work on time?	_____	_____
4. Absent more than 10 days (unauthorized leave) in the last year?	_____	_____
If yes, explain: _____ _____		
5. Commit any serious misconduct while on the job?	_____	_____
6. Meet / Exceed (circle one) requirements as to the <b>quantity</b> of work?	_____	_____
7. Meet / Exceed (circle one) requirements as to the <b>quality</b> of work?	_____	_____
8. Require close supervision?	_____	_____
If yes, explain: _____ _____		
9. Cooperate with fellow employees and supervisors?	_____	_____
10. Do you know of any reason other than the reasons listed above why we should not consider this applicant for employment?	_____	_____
If yes, explain: _____		

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11. How would you assess the employee's ability to learn new procedures and methods?  
\_\_\_\_\_  
\_\_\_\_\_

12. Reason for leaving: \_\_\_\_\_

13. Would you rehire (or like to retain) this person? Yes \_\_\_\_\_ No \_\_\_\_\_

If "no", why? \_\_\_\_\_  
\_\_\_\_\_

14. What further information would help in evaluating this candidate? \_\_\_\_\_  
\_\_\_\_\_

This reference information was **provided** by:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company/Organization/Division: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Date: \_\_\_\_\_

This reference information was **obtained** by:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Division: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Date: \_\_\_\_\_

**Equal Opportunity / Affirmative Action Employer**