NORTHEAST ALABAMA COMMUNITY COLLEGE
PRE-EMPLOYMENT REFERENCE CHECK FORM
PERSONAL RELATIONSHIP

APPLICANT _____ **POSITION** _____

PERSON CONTACTED _____ **TELEPHONE** _____

What was/is your relationship with the applicant? _____

How long have you known the applicant? _____

On a scale from 1-5, with five being the highest rating and one being the lowest, how would you rate the following for this applicant?

1. Dependability	1	2	3	4	5
2. Willingness to assume responsibility	1	2	3	4	5
3. Ability to follow instructions	1	2	3	4	5
4. Compassion towards others	1	2	3	4	5
5. Listening skills	1	2	3	4	5
6. Patience with others	1	2	3	4	5
7. Ability to focus on a task	1	2	3	4	5
8. Ability to multitask	1	2	3	4	5

If the applicant receives a 3 or lower on any of the above items, please ask the reference to elaborate on why.

_____

Please complete the following sentences with regard to this applicant:

a. I would best describe this individual as _____

_____

b. This person's strengths include _____

_____

c. This person could be more effective if he/she worked to improve _____

_____

Does this person exhibit any qualities that would interfere with his/her work performance or attendance? _____

(If yes) Example _____

_____

Describe how he/she gets along with others. _____

_____

Could this individual adapt to change? _____

Do you have additional comments about this applicant? _____

_____

_____

Reference checker's comments: _____

_____

_____

_____ _____ _____

Reference Checker's Printed Name Signature Date

Reference Checker: Please return this form to Lynde Mann, Human Resources Director, as soon as possible.