

**NORTHEAST ALABAMA COMMUNITY COLLEGE
PRE-EMPLOYMENT REFERENCE CHECK FORM
PROFESSIONAL RELATIONSHIP**

APPLICANT _____ POSITION _____

PERSON CONTACTED _____ TELEPHONE _____

COMPANY _____ TITLE _____

What was/is your employment or other relationship with the applicant? _____

How long did you supervise or work with this person? _____

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. Work habits 1 2 3 4 5

2. Dependability 1 2 3 4 5

3. Willingness to assume responsibility 1 2 3 4 5

4. Ability to follow instructions 1 2 3 4 5

5. Quality of work 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.

Did this person exhibit anything that would interfere with his/her work performance or attendance? _____

(If yes) Example _____

Does this person have leadership ability? _____

Does this person have supervisory ability? _____

If I were going to be this person's supervisor, what advice would you have for me to maximize his/her performance on the job? _____

Describe a couple of the applicant's strong points. _____

Are there any areas in which the applicant could improve? _____

Describe how he/she gets along with others. _____

Do you have any concerns about the applicant's ability to adapt to change? _____

(If yes) Example _____

Would you re-hire or be pleased to work with the applicant again? _____

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.