

TALLAHASSEE COMMUNITY COLLEGE Reference Check Form

Applicant: _____ **Position Applied For:** _____

Employer: _____ **Phone #:** _____

Person Contacted: _____ **Title:** _____

In what capacity have you known this applicant?

- Immediate Supervisor
 Higher Level Supervisor
 Fellow Employee
 Personal Friend
 Other _____

Position(s) Held: _____

Can you confirm dates of employment: From _____ To _____

Full-time Part-time Hours Worked Per Week _____

Duties Performed: _____

What reason was given for leaving? _____

How would you rate the person in the following areas?

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unknown</u>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills & Meeting Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapport with students/clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapport with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapport with supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you think he/she is more: Outgoing Reserved

Would you think he/she is more: Task oriented a People Person

If this person were offered the job, in what areas would you feel he/she would mostly need help? _____

What are his/her greatest strengths? _____

Would you rehire this person? Yes No

If no, why? _____

Is there anything else you would like to tell us about this applicant? _____

Other comments or information? _____

Signature: _____ **Date** ____ / ____ / ____