



GPRS Example candidate reference Checking Form

Date: _____

Applicant: _____

Job Number: _____

Reference Checked By: _____

Name & position of Referee:	Company:
Contact phone:	E-mail:

What was your relationship to the candidate?

Did he/she directly report to you?

How did he/she respond to being managed?

What was the applicant's job title?

Dates of employment?

Leaving Salary?

What were the applicant's major job duties?

How well did the applicant relate to others (peers & subordinates) in the job?

If applicable, how well did he/she manage staff reporting to them?

Please describe/evaluate the applicants IT skills

How would you evaluate the applicant's work quality and quantity (personal application)?

What were some of the applicant's main strengths?

In what areas did the applicant need improvement?

Did the applicant have any strong technical skills?

How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, and observance of work rules?

What was the applicant's reason for leaving?

Would you rehire the applicant, if so why?

Section to probe further about specific job-related experience and skills, knowledge and abilities such as: communication, supervision, financial, analytical, administration, customer service, etc.