

<b>Applicant Name</b>	
<b>Position Applied for (and/or req#)</b>	
<b>Reference Name and Phone#</b>	
<b>Relationship to Applicant</b>	
<b>Date of Reference Check</b>	
<b>Final Salary</b>	
<b>Job Title and Duties</b>	
<b>How would rate <u>performance</u>?</b>	
<b>What were his/her <u>strengths</u>?</b>	
<b>Did you identify any <u>weaknesses</u>?</b>	
<b>Can you speak to his/her <u>major accomplishments</u>?</b>	
<b>Any <u>problems getting along with coworkers</u>?</b>	
<b>How would you describe his/her <u>communications skills</u>?</b>	
<b>How would you describe his/her ability to <u>handle conflict/crisis</u>?</b>	
<b>Were there problems with <u>attendance or punctuality</u>?</b>	
<b>Given the opportunity, would you <u>rehire</u> or work with them again?</b>	<b>Yes</b> <input type="radio"/> <b>No</b> <input type="radio"/>