

Employer Reference Check Form

Employer Name: _____

Who You Spoke To / Title: _____

Dates of Employment: _____

Applicant's Title: _____ Salary Range: _____

Please comment on the following information as it pertained to the applicant:

Attendance Record _____

Dependable? _____

On-Time for Work? _____

Self-Starter? _____

Ability to Multi-Task _____

Ability to Meet Important Deadlines _____

Level of Supervision Needed _____

Reaction to Supervision _____

Reaction to Feedback _____

Ability to Work With Others _____

Ability to Learn New Tasks _____

Strengths: _____

Weaknesses: _____

Any Concerns: _____

Reason for Leaving: _____

Would you recommend for this position? _____

Would you rehire? _____

Any other information that would be helpful to know? _____

Source: CT CPASS: You are the Employer: A Guide to Hiring And Managing Personal Assistant Services.
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