



## *City of Petaluma – Reference Check Form*

### **Reference Check for:**

Candidate Name:

Date Check Conducted:

Name of Reference:

Position/Title of Reference:

Employer or Company:

Telephone:

Email:

Position Candidate held with Employer or Company:

Period of Employment

From:

To:

Association or Relationship to the Candidate (supervisor, manager, colleague, etc.):

How long have you worked or known the candidate?

What were the candidate's main responsibilities?

Please describe the quality of work:

Was the candidate effective at his or her work?

How would you describe the candidate's work habits?

Did he/she maintain effective relationships with others?



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What is your experience of the candidate's honesty, integrity and ethics?

How would you describe the candidate's ability to handle conflict?

Were there any areas of performance the candidate could improve or needed improvement?

Was the candidate a team player?

Please describe the candidate's communication skills:

How would you describe the candidate's energy level and stamina and ability to get work done?

How would you describe the candidate's adaptability?

Please describe the candidate's strengths or qualities:

Would candidate be considered for re-hire?

Is there anything else you would like to add about this applicant?

Other comments:

Reference done by: