Adjutant General's Department - State Employment Reference Check

A7
Blue

Employer	Candidate
Name/Title of Person Giving Reference	Position(s) Held
Dates of Employment	
Reason(s) for Separation	Date of Reference Check
	Person Conducting Check

May use the rating scale of '0-5' and ask the supervisor to offer an explanation of the rating number chosen.

1. Knowledge and competency related to the vacant position. (0-5)
2. Quality of Work (0-5)
3. Quantity of Work (0-5)
4. Timeliness of Work – meeting deadlines, etc. (0-5)
5. Work Relationships – supervisor, co-workers, customers (0-5)
6. Attitude (0-5)
7. Any instances of violence or violent type behavior? If, so please describe.
8. Work Habits (attendance & tardiness, etc). Try to obtain numbers of unscheduled absences & tardies. (0-5)
9. How independently does he/she work? (0-5)
10. Commendations &/or counseling, reprimands, suspensions or dismissal?
11. Would you rehire? **Why or why not?**

Additional Comments:

This form must be returned to State Human Resources with interview materials.

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