

**SAMPLE COMPANY**  
**REFERENCE CHECK FORM – ADMINISTRATIVE POSITION**

Name of Candidate: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Company:** \_\_\_\_\_

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Job Title, Responsibilities, and Hire Date:

Technical Skills:

Quality and Quantity of Work:

Co-worker/Team Relationships:

Organizational/Time Management Skills:

Motivations / Frustrations:

Strengths / Weaknesses:

Would you re-hire?      Yes       No

Additional Comments: