

History and Reference

The following are suggested areas for a reference check. They may be used in a telephone check or in letters to places of employment or people named. This worksheet or your letter will become a part of the reviewable records file.

Name of Candidate

Item # being filled
Title
Salary Grade
Division
Section
Supervisor

Name of reference: _____

Factors	Reference's Estimation				Comments
	Very Good	Good	Fair	Poor	
Quality of work					
Volume of work					
Attitude toward work					
Attitude toward staff/co-workers					
Management/supervisory practices					
Subordinates' opinions of candidate					
Attendance and punctuality					
Promotions/awards					