



NAVAJO COUNTY

Human Resources

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"Proudly Serving, Continuously Improving"

PROFESSIONAL REFERENCE CHECK FORM

Applicant's Name _____ Date of Application _____

Position Applied For _____ Location _____

Company Contacted _____ Phone Number _____

Spoke With _____ Position _____

1. When did the applicant work for your company? From ___/___/___ to ___/___/___

2. What was the applicant's title/position?

3. What was the applicant's reason for leaving?

4. Is the applicant eligible for rehire? If no, why?

5. What were the applicant's duties/responsibilities?

6. How would you rate the applicant's performance of his/her duties?

Circle one: excellent above average average below average

7. How was the applicant's attendance?

8. In what areas did the applicant excel?

9. In what areas did the applicant need to improve?

10. What was the applicant's attitude toward his/her position?

11. Is there anything else you can tell me about the applicant to assist us in making a hiring decision?

Reference Checker: If you have additional comments, please use the back of this form.

Signature of Reference Checker

Date