

Lac La Biche County Libraries Reference Check

Date: _____
Position Applied For: _____
Employer: _____



He/she has provided us with your name to contact as a reference and I would appreciate some of your time to conduct a reference check. Please be advised that any information you do provide will be held in strict confidence.

1. Was the applicant an employee of your company? Yes _____ No _____
2. Why did the applicant leave? _____

3. What were the applicant's job responsibilities? _____

4. Did the applicant have any attendance issues? _____

5. What were the applicant's strengths/weaknesses? _____

6. Did the applicant get along with management and co-workers? _____

7. Was this applicant able to work independently? _____

8. How would you describe the applicant's interpersonal skills? _____

9. Would you rehire this person? Why or why not? _____

10. Is there anything else you would like to share with me? _____

