

MID MICHIGAN COLLEGE Reference Check Form - Phone

Applicants Name: _____

Position Applied For: _____

Name of Reference Contacted: _____ Title: _____

Please provide the college with the following information on the applicant:

Position(s) Held: _____ Employment Date: From _____ to _____

Please rate the individual's record of performance, using a scale of 1 to 4, on the following dimensions:

1 – Poor 2 – Fair 3 – Good 4 – Excellent

Performance Dimension	Rating:	Comments:
1. Ability to provide good customer service	_____	_____
2. Tendency to produce a high quality of work	_____	_____
3. Ability to communicate in a friendly and appropriate manner	_____	_____
4. Ability to identify and resolve problems at a level appropriate to the position	_____	_____
5. Ability to set and maintain priorities; handle workload	_____	_____
6. Level of initiative in the position	_____	_____
7. Willingness to contribute to the success of the team or department	_____	_____
8. Attendance and dependability	_____	_____

Strengths in the position: _____

Any areas for improvement: _____

Reason for separation: _____

Does this individual's personnel file indicate any disciplinary action? Yes No

Is this candidate eligible for re-hire? Yes No

Any additional comments?

According to Michigan law, an employer, upon request of the individual or their prospective employer, may disclose to an individual's prospective employer, any information relating to that individual's job performance that is documented in the individual's personnel file. An employer who discloses the reference information in good faith is immune from civil liability for said disclosure.

Name of Person Performing Reference Check: _____ **Date:** _____