

GRAYSON COLLEGE REFERENCE CHECK SHEET

APPLICANT NAME: _____

POSITION: _____

NAME OF REFERENCE: _____ PHONE: _____

FIRM OF INSTITUTION REPRESENTED? _____

1. NATURE OF RELATIONSHIP TO APPLICANT?

2. DEGREE OF SUCCESS ACHIEVED BY APPLICANT IN (FORMER/CURRENT) SITUATION?

3. ABILITY TO COMMUNICATE EFFECTIVELY WITH OTHERS:
WRITTEN:

VERBAL:

4. PERSONAL ATTITUDE EXHIBITED TOWARD THEIR JOB, AS WELL AS THE INSTITUTION?

5. TYPE OF EXPERIENCE GAINED WHILE EMPLOYED?

6. INDICATE AN AREA OF STRENGTH AND WEAKNESS (AREA NOT AS STRONG).

7. OVERALL VIEW OF APPLICANT IN THE WORK SITUATION BEING CONSIDERED?

NAME OF REFERENCE CHECKER: _____ DATE: _____