

**STATE OF UTAH
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Employment Reference Check

Applicant Name: _____ Hiring Official: _____
Reference Name: _____ Position Title: _____
Reference Company: _____ Division / Office: _____
Reference Phone: _____

For Hiring Official
Use Only:

1. How would you describe the employee's performance (i.e., quality and quantity)?	<input type="checkbox"/> Acceptable <input type="checkbox"/> Questionable <input type="checkbox"/> Unacceptable
2. What was the employee's reason for leaving?	<input type="checkbox"/> Acceptable <input type="checkbox"/> Questionable <input type="checkbox"/> Unacceptable
3. Was the employee dependable as far as attendance is concerned?	<input type="checkbox"/> Acceptable <input type="checkbox"/> Questionable <input type="checkbox"/> Unacceptable
4. Are you aware of any incidents of threats, intimidation, or violence involving this person?	<input type="checkbox"/> Acceptable <input type="checkbox"/> Questionable <input type="checkbox"/> Unacceptable
5. How well did the employee provide customer service, whether internal or external to your company?	<input type="checkbox"/> Acceptable <input type="checkbox"/> Questionable <input type="checkbox"/> Unacceptable
6. Would you rehire the employee?	<input type="checkbox"/> Acceptable <input type="checkbox"/> Questionable <input type="checkbox"/> Unacceptable

