



METROPOLITAN SOLUTIONS

EMPLOYEE REFERENCE CHECK

I authorize Metropolitan Solutions to make any investigation of my employment history and any other information related to my suitability for employment and authorize any employment reference(s) to disclose to Metropolitan Solutions any such information they may have regarding me. I hereby release Metropolitan Solutions and its agents and employees, as well as all providers of information, from any liability and for any damage which may result from the furnishing and receiving of this information.

Name of Applicant: _____ Signature: _____

Position Applying for: _____

Reference:

Name: _____ Phone Number(s): _____

Position: _____ Business: _____

(Reference responses are considered confidential.)

1. How long has the applicant worked for you? _____
2. What were/are his/her job duties? _____
3. Was/Is his/her performance satisfactory? _____
4. What was his/her attendance like? Timeliness? _____
5. How were/are his/her interpersonal skills? _____
6. What would you consider to be this person's strengths? _____

7. If you were to sit down with this person and give him/her some advice about an area they should improve, what would that advice be? _____

8. Would you re-employ him/her? _____
9. On a scale of 1 – 5 (5 being tops), where would you rate this person? _____
10. Is there anything I haven't asked you that is relevant to considering this person for this position? _____

Print Name and Signature of Person Taking This Reference

Date