

**MID MICHIGAN COLLEGE**  
**Reference Check Form – Email/Fax**

Applicants Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

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**

<b>Performance Dimension</b>	<b>Rating:</b>	<b>Comments:</b>
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.***

**Completed by:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_