

REFERENCE CHECK ON: **INSERT**
COMPLETED BY: ___ @ **CPO Recruiting Group**
DATE: **INSERT**
PERSON CONTACTED: **INSERT**
POSITION OR TITLE: **INSERT**
COMPANY, CITY & STATE: **INSERT**
TEL. NO.: **INSERT**

1. How long did you work with this person? Which company and in what capacity?
A
2. What was the nature of his/her job?
A
3. What did you think of his/her work?
A
4. How would you describe his/her performance in comparison with other people?
A
5. Given a position for which this person is qualified, would you hire him/her?
A
6. What are his/her strong points?
A
7. What are his/her limitations?
A
8. How did he/she get along with other people?
A
9. Any comment on his/her attendance, dependability, ability to take on responsibility and overall attitude?
A
10. Is there anything else of significance that we should know?
A

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Real Commitment, Real Recruiting

CPO is fully committed to Equal Employment Opportunity with regard to search and recruiting efforts for the most qualified candidates without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.