

**SUMMARY REFERENCE CHECK FORM**

CANDIDATE NAME: \_\_\_\_\_

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REFERENCE: \_\_\_\_\_ POSITION: \_\_\_\_\_

GENERAL REMARKS: \_\_\_\_\_

PERSON DOING REFERENCE CHECK: \_\_\_\_\_ POSITION: \_\_\_\_\_

REFERENCE EVALUATION:

\_\_\_\_\_ SATISFACTORY  
\_\_\_\_\_ UNSATISFACTORY  
\_\_\_\_\_ UNABLE TO EVALUATE: \_\_\_\_\_

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REFERENCE: \_\_\_\_\_ POSITION: \_\_\_\_\_

GENERAL REMARKS: \_\_\_\_\_

PERSON DOING REFERENCE CHECK: \_\_\_\_\_ POSITION: \_\_\_\_\_

REFERENCE EVALUATION:

\_\_\_\_\_ SATISFACTORY  
\_\_\_\_\_ UNSATISFACTORY  
\_\_\_\_\_ UNABLE TO EVALUATE: \_\_\_\_\_

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REFERENCE: \_\_\_\_\_ POSITION: \_\_\_\_\_

GENERAL REMARKS: \_\_\_\_\_

PERSON DOING REFERENCE CHECK: \_\_\_\_\_ POSITION: \_\_\_\_\_

REFERENCE EVALUATION:

\_\_\_\_\_ SATISFACTORY  
\_\_\_\_\_ UNSATISFACTORY  
\_\_\_\_\_ UNABLE TO EVALUATE: \_\_\_\_\_

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These are summaries of the results of the reference and work history checks and are not intended to represent the complete results of such checks. Complete results should be retained by individual departments.