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**PROFESSIONAL REFERENCE CHECK**

To \_\_\_\_\_ Date \_\_\_\_\_

Dear, \_\_\_\_\_  
 Name of Reference

Has applied for a nursing position with TRAVELKARE, INC and has given us your name as a professional reference.

We would appreciate it if you would check the appropriate boxes below and make any additional comments you feel might assist us in making our decision in hiring this nurse. Your comments will be kept in strict confidence.

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

**PERFORMANCE EVALUATION**

|                               | Excellent | Above Average | Average | Below Average |
|-------------------------------|-----------|---------------|---------|---------------|
| Quality of Work               |           |               |         |               |
| Productivity                  |           |               |         |               |
| Professionalism               |           |               |         |               |
| Emotional Stability           |           |               |         |               |
| Flexibility                   |           |               |         |               |
| Dependability                 |           |               |         |               |
| Enthusiasm Toward Job         |           |               |         |               |
| Leadership/Management Ability |           |               |         |               |
| Communication Skills          |           |               |         |               |
| Attendance/Punctuality        |           |               |         |               |
| Appearance                    |           |               |         |               |
| Customer Service Skills       |           |               |         |               |

Would you hire this nurse again? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason this nurse left your employ: Terminated \_\_\_\_\_ Lay Off \_\_\_\_\_  
 Resigned \_\_\_\_\_ Temporary \_\_\_\_\_

Comments (please continue on back, if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Phone number \_\_\_\_\_

May we call you if we need further information? Yes \_\_\_\_\_ No \_\_\_\_\_

**RELEASE**

I authorize \_\_\_\_\_ to release information about me for the purpose of supplying a reference check.

Signature \_\_\_\_\_ Date \_\_\_\_\_