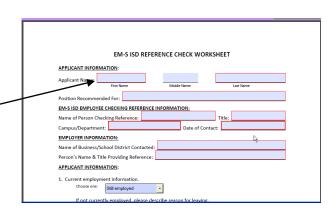
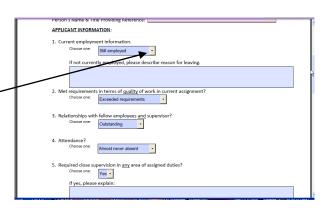
COMPLETING THE REFERENCE CHECK WORKSHEET

Complete the top portion of the worksheet by clicking in the box and typing in the information. All boxes outlined in "red" are required information.



Conduct the reference check by using the questions and choices for numbers 1-9 with your reference.

Click on the drop down arrow to view all choices and click on the one you would like to choose.



There are a few questions where the answers will require you to provide an explanation. Space has been provided.



You will be required to type in your name and date for the reference check worksheet to be complete. You will need to save each form separately using the following file name example: john.doe1 for the first reference check and john.doe2 for the second reference check.

