
REFERENCE CHECK FORM

Note: Employers must verify that the candidate's signature (acknowledging permission for the reference check) is on the standard employment application before starting the interview.

Candidate Name:

Reference Name:

Company Name:

Company Address:

Company Phone:

Dates of Employment: (from)_____ (to)_____

Position: (starting)_____ (ending)_____

Salary: (starting)_____ (ending)_____

1. What does your company do?
2. Describe your reporting relationship with the candidate. If none, in what capacity did you observe the candidate's work?
3. What was the candidate's reason for leaving?
4. Describe the key responsibilities of the candidate in their most recent position.
5. How many reporting staff did the candidate manage? What were their roles?
6. What have been the candidate's most important contributions to the achievement of your organization's mission and goals?

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7. Describe the candidate's relationships with co-workers, reporting staff (if applicable), and supervisors.

8. Describe the attitude and outlook the candidate brought to the workplace.

9. Describe the candidate's productivity, commitment to quality, and customer orientation.

10. What is the candidate's most significant strengths?

11. What is the candidate's most significant weaknesses?

12. What is your overall assessment of the candidate?

13. We are considering this candidate for (job title or brief job description).
Would you recommend them for this position? Why or why not?

14. Would you rehire this individual? Why or why not?

15. Are there additional comments you'd like to make? Is there a question I should ask that I may have missed?