



## Reference Check to Lead Conversion Template

Hello, this is \_\_\_\_\_ calling from \_\_\_\_\_. We are in the last stage of securing new employment for \_\_\_\_\_ and want to conduct a very short reference check. Do you have 5 minutes for this now?

Date:

Completed By:

Candidate Name:

Referee Name:

Referee Company Name & Phone Number:

Relationship to Candidate:

### Reference Details

1. What were his/her main responsibilities?
2. How would you describe his/her work ethic?
3. What would you say about his/her attitude and personality?
4. How did he/she respond to criticism or challenges?
5. How did he/she get along with other members of the team?
6. What sort of job(s) would you say are most suited to this individual?

7. What advice or concerns would you have for his/her next manager?

8. Would you rehire this person?

9. Additional comments:

### **Prospective Client Information**

1. Do you typically handle the hiring for temporary workers in the facility?

2. Under what circumstances does your organization reach out to agencies for staffing support?

3. Is there any other contact within the company that takes care of this?

4. What sort of positions would you typically need support for?

5. [Pitch niche-specific service]. Filling those types of positions is our bread and butter. We only work with companies from this industry. In fact, I am working with 2 candidates right now with experience X. Would you want to consider them?

6. If we were to have our Account Managers send additional information, what is your best email for this? [OR] We typically don't setup interviews with our candidates until we have gotten a lay of the land and have an agreement in place. I'll be in the area Friday. If you'd like I can stop by for a minute or two around 2 pm.

7. Would it be worthwhile for me to setup a meeting with yourself and one of our Account Managers?

Thanks very much for your time and have a great rest of the day!