

## REFERENCE CHECK FORM

1. Based on the job description as outlined, in your opinion would the candidate be a good fit for the job?

☐ If Yes, why?

☐ If No, why not?

2. On a scale of 1-10 please rate the following **KEY JOB COMPETENCIES** for this candidate using the following rating scale:

(ONLY ASK QUESTIONS THAT ARE APPLICABLE TO THE POSITION)

STRONGLY DISAGREE  
UNSATISFACTORY  
POOR

STRONGLY AGREE  
EXTRAORDINARY  
EXCELLENT

N	COMPETENCIES	N/A	1	2	3	4	5	6	7	8	9	10	COMMENTS
1	<b>KEY JOB DUTIES:</b> How would you rate his/her ability to perform key responsibilities of the job he/she is being considered for?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	<b>LEADERSHIP SKILLS:</b> What kind of leadership skills does he/she have? How would you rate those skills in his/her current employment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	<b>SUPERVISORY SKILLS:</b> Did the candidate supervise other employees? If "Yes" how effectively?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	<b>MANAGEMENT STYLE:</b> How would you describe his/her management style? How would you rate the effectiveness of that style in his/her current employment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	<b>TEAM WORK:</b> This job requires the ability to work in teams and collaborate on projects with colleagues and supervisors. How would you rate this person's teamwork?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	<b>QUALITY OF WORK:</b> This job requires the ability to produce high quality work within deadlines. How would you rate this person's quality of work and his/her ability to meet deadlines?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	