Reference Check Form

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| Applicant Name: | Reference Name: |
| Position Seeking: | Reference Title: |
| Reference Conducted By: | Reference Title: |
| Date: | Reference Phone: |

Employment Verification:  
  
If contacting a former employer, start by verifying the following information provided by the applicant:

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| Dates of Employment: to |
| Job Title: |

**Questions:**

1. What was your professional relationship to the candidate? And for how long?

1. What were the candidate’s job duties?

1. What can you tell me about the candidate’s knowledge of the job?
2. How would you describe the candidate’s overall performance? Specific examples?

1. How would you describe the candidate’s interpersonal skills with co-workers and supervisors? Specific examples?

1. What were the candidate’s top strengths?

1. What is the candidate’s overall quality of management/supervision/leadership abilities and style?

1. How would you describe the candidate’s decision-making skills?

1. How did the candidate react to pressure/deadlines?

1. How would you rate the candidate’s attendance and punctuality?

1. Would you rehire or recommend for rehire?

1. Is there any additional information or pertinent issues regarding the candidate’s performance that you would like to add?