

Reference Check Form

*Instructions: Please verify that candidate has provided consent before conducting a reference check.
Complete one Reference Check Form for each candidate reference.*

Candidate Information

Candidate Name: _____

Position Applied for: _____

References Checked by: _____

Date

Reference Information

Reference Name: _____

Title: _____

Company/Organization: _____

Phone: _____

Reference Responses

Was the candidate an employee at your organization? What dates?

What was the candidate's last day of employment?

What was the candidate's position and job responsibilities?

What are the candidate's strongest competencies or skills?

What skills or competencies does the candidate need development in?

Reference Check Form (cont.)

How would you describe the candidate's quantity and quality of work?

How would you characterize the candidate's problem-solving skills?

How would you characterize the candidate's technical/computer skills?

Did the candidate work on multiple projects or assignments at once? If so, how did he/she handle prioritization?

How would you describe the candidate's relationships with coworkers, subordinates (if applicable), and with superiors, including his/her awareness of diversity and inclusiveness?

What was the candidate's reason for leaving your organization? Is this candidate eligible for re-employment? Would you personally rehire this individual if given the opportunity?

Are there any areas of concern that we should be aware of?

Are there any other professional references you would recommend I contact regarding this candidate?

Is there any additional job-related information you would like to add regarding this candidate's ability to be successful in the role?

Thank you for your time and assistance.