

Reference Check Form

** At least two references required. Recommend references be completed with former or current supervisors of the candidate. [Verify that the applicant has provided permission before conducting reference checks and complete this top section initially from candidate's application, resume or interview notes.]*

Candidate Name:	
Position Applied For:	
Reference Name:	
Reference Title and Organization:	
Reference Phone Number:	
Date of Reference:	

Introduction

- Introduce yourself and the purpose of your call.
- Estimate timeframe for call and confirmation that it is a convenient time to talk.
- Briefly describe the position the candidate has applied for.

 Not Willing to Give Reference Information

Verify Employment History (reference candidate's application or resume)

- Job title: _____
- Dates of employment: _____
- Duties and responsibilities: _____

Reference Check Questions

1. How long have you known the candidate? Less than one year 1 to 2 years 3 or more years
2. In what capacity are you acquainted with the candidate? Supervisor Co-worker
 Other:

Skills and Abilities Questions

1. *What were the candidate's greatest professional strengths?*

2. *How would you describe the candidate's relationships with co-workers, subordinates (if applicable) and superiors?*

3. *Can you give an example of when the candidate handled conflict in the workplace?*

4. *Would you describe the candidate as reliable and dependable?*

5. *Can you give me an example of feedback that you gave to the candidate. How did the candidate respond to this feedback?*

6. *How would you describe the quality of the candidate's work?*

7. *What was one of this candidate's biggest accomplishments while you worked together?*

8. *(Only ask if candidate is applying for a leadership role) How do you think someone on their team would describe their management style? How did they manage conflict amongst team members?*

9. *Is there anything I haven't asked about that someone considering this person for a job should be aware of?*

Reference check completed
by (name and title):

Signature:

X
