

## **Reference Check Form**

Candidate Name:	Reference Contact Name:
Position Applied For:	Job Title:
Date:	Organization:
Reference Check Completed by:	Phone Number:

1. Confirm employment at the company, dates of employment, and position held.

- 2. For how long did you supervise him/her?
- 3. Please comment on his/her attendance and punctuality.
- 4. What were his/her areas of strength?
- 5. Describe this person's relationships with a) co-workers and b) management.

6. Describe this person's relationship with customers/clients and other stakeholders?

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7. How does he/she handle conflict?

8. How did he/she work under tight timelines?

9. How did he/she handle multiple projects/tasks at the same time.

10. Describe this person's potential/ability to take on a leadership role. Describe his/her management style.

11. What were the areas identified for improvement in the candidate's performance?

12. How did he/she accept feedback?

13. Would you rehire him/her and why or why not?

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