



Reference Check Form

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| 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?

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?