

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?

Templates and other resources from LINK HR Inc. are provided for clients for informational purposes only. Clients may use templates as is, or as a starting point for their own documents. LINK HR Inc. assumes no responsibility for the validity, enforcement, or effectiveness of its templates and other client resources. Always consult with our team or your legal counsel before implementing any new policies or procedures at your organization.

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?

Templates and other resources from LINK HR Inc. are provided for clients for informational purposes only. Clients may use templates as is, or as a starting point for their own documents. LINK HR Inc. assumes no responsibility for the validity, enforcement, or effectiveness of its templates and other client resources. Always consult with our team or your legal counsel before implementing any new policies or procedures at your organization.