

# REFERENCE CHECK FORM

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## ABOUT THE CANDIDATE

This should be pre-filled out by employer/hiring manager/screener

Candidate's name:

Position sought:

Company:

## REFERENCE INFORMATION

Reference name:

Current job title:

Company:

Jobs held while working with the candidate:

How do you know the candidate?

In what capacity did you work with the candidate?

# EMPLOYMENT AND WORK

Candidate's employment dates:

Candidate's job titles, roles, and time spent in each:

Job responsibilities:

Notable accomplishments:

Candidate's reason for leaving (i.e.: quit, fired, etc.):

Did the candidate receive any promotions?

Yes Explain:

No

Did the candidate have any attendance issues?

Yes Explain:

No

Did the candidate have any performance issues?

Yes Explain:

No

Please rate the candidate on a scale of 1-5 on the following:

<input type="checkbox"/>	Time management	<input type="checkbox"/>	Dependability	<input type="checkbox"/>	Reliability
<input type="checkbox"/>	Communication skills (written, oral, listening)	<input type="checkbox"/>	Positive Attitude	<input type="checkbox"/>	Team Player

What do you think the candidate's strongest attributes are?

What are some hurdles the candidate experienced or experiences?

How does the candidate handle stressful or challenging situations?

What was your overall experience working with this candidate?

Do you have any major concerns about this candidate?

Is there anything else you'd like to add that was not covered in this form?

Would you re-hire this candidate? Why or why not?