Reference Check Form



Candidate Name:

_____

Reference Name:

_____

Company Name:

_____

Dates of Employment: From: _____/_____/_____ To: _____/_____/_____

Position(s) Held:

_____

Reason for Leaving:

_____

Explain the reason for your call and verify the above information with the supervisor (including the reason for leaving)

_____

_____

1. Please describe the type of work for which the candidate was responsible.

_____

_____

2. How would you describe the applicant’s relationships with coworkers, subordinates (if applicable), and with superiors?

_____

_____

3. Did the candidate have a positive or negative work attitude? Please elaborate.

_____

_____

4. How would you describe the quantity and quality of output generated by the former employee?

_____

_____

5. What were his/her strengths on the job?

_____

_____

6. What were his/her weaknesses on the job?

_____

_____

7. What is your overall assessment of the candidate?

_____

_____

8. Would you recommend him/her for this position? Why or why not?

_____

_____

9. Would this individual be eligible for rehire? Why or why not?

_____

_____

Other comments?

_____

_____