# **Reference Check Form**

The form below is intended to be used as a guide and can be modified to meet your particular needs. Remember to give candidates advanced notice that you will be checking their references. Use the following guidelines when you are conducting all telephone reference checks, whether the candidate is an internal employee or an external applicant:

* Introduce yourself and state the purpose of your call
* Confirm that it is a convenient time to talk
* Briefly describe the position for which the applicant has applied
* Confirm the relationship between the person giving the reference and the applicant
* Verify basic duties such as job title, duties, and dates of employment
* Be consistent! Ask the same questions about all final candidates and weigh the information equally; what disqualifies one should be the basis for disqualifying any others.

**Job # and Title:**

**Candidate's Name:**

**Reference Check provided by:**

**Organization:**

## Title:

**Phone Number:**

1. Please describe your reporting relationship with the candidate. If none, in what capacity did you observe the candidate's work?
2. How would you describe the candidate’s leadership skills and ability earn trust in his/her subordinate, colleagues, and managers?
3. Were there any issues you are aware of that impacted his/her job performance (being late often, excessive time out of the office, etc.)?
4. How did he/she handle conflict? How about pressure? Stress?
5. Can you describe his/her experience working as a member of a team?
6. What are the candidate's most significant strengths?
7. What are the candidate's most significant weaknesses? What area of development could the candidate focus on?
8. Would you hire / re-hire (name) if the opportunity arose?
9. Is there anything I haven't asked that you would like to share with me?

\_\_\_\_Yes \_\_\_No

## Reference Check conducted by: \_\_\_ \_\_ Date: \_\_\_\_ \_\_\_\_\_