



*A reference check is a valuable tool in the recruitment process to verify facts and obtain additional information about the candidate. All sections should be completed to be considered a valid reference. Indicate N/A if the question is **not** applicable.*

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 s/he was responsible.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. How would you describe his/her relationships with coworkers, subordinates (if applicable), and with superiors?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Please describe his/her attitude? For example, enthusiastic or disengaged.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. How would you describe the quantity and quality of his/her work?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How would you describe his/her deliverables? For example, were they timely?

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6. What contributions did s/he make to improve the effectiveness of the department and position?

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

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6. What area did you feel needed improvement?

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7. What is your overall assessment of him/her?

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

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9. Would s/he be eligible for rehire? Why or why not?

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Other comments?

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