



Reference Check Form

Candidate Name:

Reference Name/Title:

Reference Phone:

How long have you known him/her and what is the context of the relationship you two have/had professionally?

How would you describe their position and performance in the role?

How would you rate his/her work ethic?

Describe the candidate's interactions with his/her coworkers, reporting staff (if applicable), and supervisors. (Interpersonal skills)

How would you describe his/her personality type and why?

Would you hire or rehire him/her? Why or why not?

Is there any advice that you would offer a future employer when working with him/her?

What would likely set them apart from other candidates?

What else should I have asked you?

Reference Check by:

Date: