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Reference Check Form

*\* At least two references required. Recommend references be completed with former or current supervisors of the candidate. [Verify that the applicant has provided permission before conducting reference checks and complete this top section initially from candidate's application, resume or interview notes.]*

|  |  |
| --- | --- |
| Candidate Name: |  |
| Position Applied For: |  |
| Reference Name: |  |
| Reference Title and Organization: |  |
| Reference Phone Number: |  |
| Date of Reference: |  |

**Introduction**

* Introduce yourself and the purpose of your call.
* Estimate timeframe for call and confirmation that it is a convenient time to talk.
* Briefly describe the position the candidate has applied for.

|  |  |
| --- | --- |
|  | Not Willing to Give Reference Information |

**Verify Employment History (reference candidate’s application or resume)**

|  |  |
| --- | --- |
| * Job title: |  |
| * Dates of employment: |  |
| * Duties and responsibilities: |  |

**Reference Check Questions**

1. How long have you known the candidate?  Less than one year  1 to 2 years  3 or more years
2. In what capacity are you acquainted with the candidate?  Supervisor  Co-worker

Other:

**Skills and Abilities Questions**

1. *What were the candidate's greatest professional strengths?*
2. *How would you describe the candidate's relationships with co-workers, subordinates (if applicable) and superiors?*
3. *Can you give an example of when the candidate handled conflict in the workplace?*
4. *Would you describe the candidate as reliable and dependable?*
5. *Can you give me an example of feedback that you gave to the candidate. How did the candidate respond to this feedback?*
6. *How would you describe the quality of the candidate's work?*
7. *What was one of this candidate’s biggest accomplishments while you worked together?*
8. *(Only ask if candidate is applying for a leadership role) How do you think someone on their team would describe their management style? How did they manage conflict amongst team members?*
9. *Is there anything I haven't asked about that someone considering this person for a job should be aware of?*

|  |  |
| --- | --- |
| Reference check completed by (name and title): |  |

Signature:

