

Reference Check



A reference check is a valuable tool in the recruitment process to verify facts and obtain additional information about the candidate. The best indicator of future performance is past performance. A minimum of two (2) professional references are required prior to an offer being extended to your final candidate.

Applicant name: _____ Date: _____
Position applying for: _____
Reference name: _____ Title: _____
Company: _____ Phone#: _____

1. What position did the candidate hold in your company?
2. What was your relationship to the candidate? (direct supervisor, co-worker, other)
3. Dates of employment _____ to _____
4. Reason for leaving _____
5. Final salary _____
6. What are the candidate's strong points?
7. What are the candidate's weak points?
8. How well did this candidate interact with others (co-workers, supervisors, subordinates)?
9. Did this candidate have any performance issues?
10. Would you rehire this candidate?
11. A critical responsibility in this job is _____.
Based on your experience with this candidate, do you feel he/she will be successful in this area?
12. After hearing about my job, what area(s) do you think this candidate may need additional training or coaching to be effective?
13. Is there anything I haven't asked that you think I should be aware of before making my hiring decision?

Date: _____ Signature: _____