

Reference Check Form (Template)

Professional Staff Positions



Candidate's name:	Date/time of discussion:
Reference name:	Position/title:
Company:	Telephone #:
Reference checked by:	Email:

1. In what capacity did you work with the candidate? Could you clarify for me what the candidate's responsibilities were when he or she worked for you? (If relevant) Why did the candidate leave the position?

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2. The candidate is being considered for the following position. Based on your observation and experience, how do you think he or she might perform in this role?

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3. What were the candidate's key accomplishments or impact on the organization? What would you consider to be an area of development the candidate could focus on?

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4. In stressful situations, how would you describe how the candidate reacted? Can you think of a specific example?

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5. Will you describe a difficult situation or problem the candidate was able to solve?

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6. How independently does the candidate work as opposed to checking in with stakeholders and or supervisor?

7. Describe the candidate's ability to handle or diffuse conflict? Will you provide a specific example?

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

9. If you were going to provide advice on how to best guide or manage this person, what would it be? Would you rehire if given the opportunity?

10. Are there any additional comments you would like to make?

11. Please describe the candidate's management style. How effective is the candidate in creating and managing change? How does the candidate address performance problems with employees?