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.]

<table>
<thead>
<tr>
<th>Candidate Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Applied For:</td>
</tr>
<tr>
<td>Reference Name:</td>
</tr>
<tr>
<td>Reference Title and Organization:</td>
</tr>
<tr>
<td>Reference Phone Number:</td>
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<tr>
<td>Date of Reference:</td>
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</tbody>
</table>

**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: 

X