



HUMAN RESOURCES

REFERENCE CHECK FORM

Candidate Name _____ **Position Applied for** _____

Reference Name _____ Employer _____

Reference Title/Relationship to Candidate _____

Phone No. _____

Can you verify the following:

Candidate's Job Title _____ Employment Dates _____

Can you describe the candidate's duties/responsibilities?

How would you describe the candidate's overall job performance? Strengths/Weaknesses?

How would you describe the candidate's interpersonal skills, working with others on a team, with customers etc.?

How would you assess the candidate's overall punctuality and attendance/Any issues that needed to be addressed?

Candidate's reason for leaving?

Would you rehire the candidate, given the opportunity?

Anything else you'd like to add, that I haven't asked about?

Reference Checked By: _____ Date: _____