

Telephone Reference Check Form

Purpose: A reference check is a valuable tool in the recruitment process to verify facts and obtain additional information about the candidate. This is meant to serve as a guide; you may substitute other questions as appropriate.

Candidate Name: _____

Position Interviewing for: _____

Date of Reference Check: _____ Person Checking Reference: _____

Reference Name: _____ Reference Organization: _____

Relationship to candidate: _____

1. What position did the candidate hold in your organization?

2. What were the dates of employment?

3. What was the nature of the candidate's job?

4. How many years have you worked with the candidate?

5. Overall, how would you rate the candidate's performance (average, above/below average)?

6. What are the candidate's strong points?

7. What are the candidate's weak points?

8. Please comment briefly on the candidate's:
 - a. Ability to supervise others

 - b. Quality of work

9. If given the opportunity, would you re-employ this individual?

10. Is there anything you would like to add regarding this candidate?