

Reference Checking Form

(Verify that the applicant has provided permission before conducting reference checks)

Candidate Name: _____

Reference Name: _____

Company/College/University Name: _____

Dates of Employment: From: _____ To: _____

Position(s) Held: _____

Salary History: _____

Reason for Leaving: _____

Explain the reason for your call and verify the above information.

1. Please describe the type of work for which the candidate was responsible.

2. How would you describe the candidate's relationships with coworkers, subordinates (if applicable), and with supervisors?

3. How would you describe the quantity and quality of output generated by the former employee?

4. What were his/her strengths on the job?

5. What were his/her weaknesses on the job?

6. What is your overall assessment of the candidate?

7. Would you recommend him/her for this position? Why or why not?

8. Would this individual be eligible for rehire? Why or why not?

Other comments?
