

Candidate Reference Check Form

Candidate Name: _____ Date: _____

Reference Contact Name: _____

Reference Phone Number: _____

Reference Employer Name: _____

Reported Relationship of Reference to the Candidate
(supervisor, coworker, college/university professor, etc.): _____Person Conducting Reference Check: _____

1. What was your professional relationship to the candidate?
2. How long did you supervise/work with/know the candidate in a professional capacity?
3. How long did the candidate work for your company/organization?
4. Verify employment dates [and salary].
5. Please describe what a typical work day would entail for the candidate. What were the candidate's major responsibilities?
6. Tell me about the candidate's accuracy and quality of work.
7. Was the candidate punctual in reporting for work? Please comment on the candidate's attendance with regard to workplace requirements.

8. Describe the candidate's ability to meet deadlines and complete work in a timely manner.
9. What do you consider to be the candidate's strengths?
10. In what areas would you identify development needs?
11. Tell me about the candidate's work personality, and ability to build effective professional relationships. How did the candidate interact with coworkers, management, and customers or members of the public?
12. How does the candidate respond to supervision?
13. Have there been any complaints or investigations on this candidate?
14. Has there been any formal discipline against this candidate?
15. Would you rehire this candidate if given the opportunity?
16. Is there anything else you would like to add?