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Reference Check Form

Candidate Name:

Position Applied for:

Date:

Performed By:

Reference Name and Position:

1. Can you confirm dates of employment/association with organization?

2. What was the job title/role?

3. What were the primary responsibilities? Did they supervise other employees?

4. Would you hire/allow this candidate back into your organization? Why or why not?

5. How would you describe the candidate's overall performance?

6. How would you describe the candidate's overall attitude on the job?

7. Can you describe the candidate's quality of work? Independently? On a team?

8. Were there any performance or disciplinary concerns/issues?

9. Anything else to add?