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# Reference Check Form

### All information shared in this reference check is confidential.

**Name of Candidate:**

**Job Applied for:**

**Date:**

|  |  |
| --- | --- |
| Reference's Full Name |  |
| Reference's Job Title |  |
| Reference's Phone Number |  |
| Reference's Email |  |
| At which company did you work with the applicant? |  |
| What is/was your working relationship to the candidate?  (e.g. Supervisor/Co-worker?) |  |
| What were the applicant's dates of employment? |  |
| What were they responsible for? |  |
| Why did this position come to an end? |  |
| What would you say their top strengths are? |  |
| What would you say their weaknesses are? |  |
| How does this individual interact with different levels of management and other employees in the company? |  |
| How much supervision was required compared to others? |  |
| What is the best way to manage them? |  |
| How would you describe their work ethic? |  |
| Would you rehire this candidate? Why or why not? |  |
| How was their attention to detail? |  |
| Was the applicant able to handle pressure? |  |
| Was the applicant able to learn quickly? |  |
| How did they respond to feedback? |  |
| How would you describe their overall productivity compared to others in this role? |  |
| Did this applicant supervise others? |  |
| If yes, how would you describe their management style? |  |
| Again, if yes, how many people did they supervise? |  |
| Based on your experience, what areas do you note as needing further development? |  |
| What was the candidate's greatest achievement? |  |
| Do you remember any frustrations experienced by the candidate? |  |
| Overall Performance |  |
| Do you have any additional comments to add to this reference? |  |