

Reference Check Form

Reference done by:

Date

Name of Applicant:

Person Contacted

Relationship:

Length of time worked with Candidate:

1. What was the nature of his/her work (key skills
2. How were/are his/her results compared with others doing the same type of work?
3. How did he/she get along with others? (Supervisors, Peers, Subordinates)
4. When you think of the candidate what strengths come to mind?
5. Are there any areas that s/he could strengthen to enhance performance?
6. Were there any problems that you were aware of that interfered with his/her work?
7. Would you want to work with this person again?