



Reference Check Form

Name of Applicant	
Date	
Position/Company Applied	
Person Conducting Reference Check	
Person Contacted	
Relationship (supervisor, manager, etc)	
Length of time worked with Candidate	

1. **What is/was their job title and key responsibilities?**
2. **How were their results compared with others doing the same type of work?**
3. **How did they get along with others in the workplace?**
4. **Was their job client interfacing? If so, how did they do with clients?**
5. **What strengths come to mind for this candidate?**
6. **Are/were there any areas this candidate could improve upon? How receptive were they to constructive criticism?**
7. **Were there any problems that you were aware of that interfered with their ability to perform the job or any attendance issues?**
8. **Would you want to work with this person again?**
9. **Anything more you would like to add which you believe relevant to this reference check?**