



Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Name and Title of Reference: \_\_\_\_\_

Employer/Organization: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name of person conducting reference check: \_\_\_\_\_

Verify dates of employment: \_\_\_\_\_

Verify position held: \_\_\_\_\_

How long did you work with [Candidate]? \_\_\_\_\_

Tell me about [Candidate's] strong points \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you describe [Candidate's] self- motivation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give an example of how [Candidate] goes about solving problems \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much experience did [Candidate] have in the following areas? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was [Candidate's] reason for leaving? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you rehire [Candidate]? Why/Why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend [Candidate] for this position? (Describe position to reference contact)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything else you would like to add? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_