

Sample: Reference Check Form

Company Letterhead

Candidate's Name: _____	
Position Applied For: _____	Date of Reference: _____
Company Contacted: _____	Phone Number: _____
Individual Contacted: _____	Title: _____

[Name] has applied for a position with our firm, in the capacity of [title]. He/she indicated that we may contact you for a reference.

1. Please indicate his/her job title and overall responsibilities and in what capacity you worked together?

2. Please verify his/her dates of employment with your organization, salary, and the length of time you worked together?

3. Please verify why [name] left/is leaving your organization?

4. In terms of quantity, quality, and teamwork, how would you describe his/her work?

5. What would you consider his/her exceptional strengths?

6. Based on what I have told you about our position, what advice/feedback would you give me to help me ensure that he/she will be successful in this role?

7. If this is a management position: How would you describe his/her management style? How did the individual motivate his/her direct reports? Were there any complaints/grievances/lawsuits filed during his/her employment? If yes, please describe.

8. Would you rehire, why or why not?

9. Is there any reason at all that you can think of as to why I shouldn't hire him/her?

10. Given what I have shared with you about our culture and the requirements of this position, is there any additional information you believe I should know as I consider [name] for this position?

Signature _____ Title: _____