



Reference Check

Candidate's Name: _____

Name and Title of Person Giving Reference: _____

Company/Organization Name: _____

Known Candidate For _____ Years/Months (Circle One)

Known Candidate in what capacity: _____

Approximate Dates of Employment: _____

Position Candidate Held: _____

1. Describe the overall quality of the candidate's work.

2. Were there any performance issues?

3. What are the candidate's strengths and weaknesses?

4. How would you characterize the candidate's ability to work independently and/or part of a team?

5. How would you evaluate the candidate's technical competence/knowledge?
 - a. What software/hardware was used on the job?

6. How would you evaluate the candidate's supervision/management skills (if applicable to the position)

7. How would you evaluate the candidate's punctuality and attendance?

8. What is/was the candidate's reason for leaving the company?

9. Would you rehire the candidate?

10. Is there anything that I did not ask that you think may be important to add?