



<<\_CompanyName\_>>

<<\_Address1\_>>

<<\_Address2\_>>

<<\_City\_>>, <<\_StateProv\_>> <<\_PostalCode\_>>

<<\_Website\_>>

## REFERENCE CHECKING FORM

**Name:** [Click here and type name]      **Reference Name:** [Click here and type reference name]

**Company Name:** [Click here and type company name]      **Company Address:** [Click here and type company address]

**Company Phone:** [Click here and type company phone]

**Dates of Employment:**      From: [Click here and type start date]      To: [Click here and type end date]

**Starting Position:** [Click here and type starting position]      **Ending:** [Click here and type ending position]

**Starting Salary:** [Click here and type starting salary]      **Ending:** [Click here and type ending salary]

WHAT DOES YOUR COMPANY DO?

[Click here and type]

PLEASE DESCRIBE YOUR REPORTING RELATIONSHIP WITH THE CANDIDATE? IF NONE, IN WHAT CAPACITY DID YOU OBSERVE THE CANDIDATE'S WORK?

[Click here and type]

REASON FOR LEAVING:

[Click here and type]

PLEASE DESCRIBE THE KEY RESPONSIBILITIES OF THE CANDIDATE IN HIS/HER MOST RECENT POSITION.

[Click here and type]

HOW MANY REPORTING STAFF DID THE CANDIDATE MANAGE? THEIR ROLES?

[Click here and type]

2

TELL ME ABOUT THE CANDIDATE'S MOST IMPORTANT CONTRIBUTIONS TO THE ACHIEVEMENT OF YOUR ORGANIZATION'S MISSION AND GOALS.

[Click here and type]

DESCRIBE THE CANDIDATE'S RELATIONSHIPS WITH HIS/HER COWORKERS, REPORTING STAFF (IF APPLICABLE), AND SUPERVISORS.

[Click here and type]

TALK ABOUT THE ATTITUDE AND OUTLOOK THE CANDIDATE BROUGHT TO THE WORKPLACE.

[Click here and type]

DESCRIBE THE CANDIDATE'S PRODUCTIVITY, COMMITMENT TO QUALITY AND CUSTOMER ORIENTATION.

[Click here and type]

WHAT ARE THE CANDIDATE'S MOST SIGNIFICANT STRENGTHS?

[Click here and type]

WHAT ARE THE CANDIDATE'S MOST SIGNIFICANT WEAKNESSES?

[Click here and type]

WHAT IS YOUR OVERALL ASSESSMENT OF THE CANDIDATE?

[Click here and type]

3

WE ARE HIRING THIS CANDIDATE TO (JOB TITLE OR QUICK DESCRIPTION).

[Click here and type]

WOULD YOU RECOMMEND HIM/HER FOR THIS POSITION? WHY OR WHY NOT?

[Click here and type]

WOULD YOU REHIRE THIS INDIVIDUAL? WHY OR WHY NOT?

[Click here and type]

ARE THERE ADDITIONAL COMMENTS YOU'D LIKE TO MAKE? IS THERE A QUESTION I SHOULD ASK THAT I MAY HAVE MISSED?

[Click here and type]