

Candidate's Name: _____

Reference Check provided by:

Name: _____

Organization: _____

Title: _____

Phone Number: _____

Date/Time of Phone Call: _____

Reference Type: **Professional** **Personal**

Suggested General Questions

1. In what capacity did you work with the candidate?
2. When did this candidate work for your organization?
3. What were the duties of this position?
4. How would you rank this person as a manager? (Ask only if appropriate)
5. How would you describe the applicant's relationships with coworkers, subordinates (if applicable), and with superiors?
6. How strong was this person in building or developing teams?
7. Did the candidate have a positive or negative work attitude? Please elaborate.
8. How would you describe the quantity and quality of output generated by the former employee?
9. How would you describe the candidate's reliability in terms of attendance and punctuality?
10. In your time working with the candidate, in what area did they show the most improvement?
Are there areas where there is still room for growth?
11. Why did the individual leave the position (if applicable)?
12. Is there any other information you would like to share about this candidate's work performance or candidacy for this position?

Summary of Responses/Feedback

Overall Rating – Would you recommend the candidate for hire? **Yes** **No** **Not Applicable**