

Company logo

REFERENCE CHECK FORM TEMPLATE

Applicant Name	Position Applied For	Date
Referee Name/Position	Referee Contact details	Reference Completed by

Introduce yourself, and explain why you are calling

Questions:

1. In what capacity do you know the Applicant (immediate supervisor, manager, co-worker etc.)?
2. Position held/confirmation of employment dates.
3. How would you describe the Applicant's relationship with colleagues, customers, management?
4. What would you consider the Applicant's greatest asset(s)?
5. Were there specific areas that required improvement? Development opportunity?
6. Do you think the Applicant works better individually or in a group environment?
7. Can you comment on the Applicant's quality/quantity of work, and their dependability/reliability?
8. How does the Applicant deal with stressful situations?
9. What comments or suggestions would you have for the Applicant's new manager?
10. Can you share the reason why the Applicant left your organization?
11. Would you re-hire the Applicant? If no, why not?

- ☐ Yes.
- ☐ No.

Additional Comments: