

Reference Check Form (Rev. 01/18/2024)

Position Title:

Candidate Name:

Interviewed by:

Reference Name:

Reference Title:

Institution/Company:

General Questions

What is/was your relationship with the candidate?

Notes:

What do you see as the candidate’s strengths?

Notes:

What are areas where the candidate may need additional development?

Notes:

Can you share examples of the candidate’s overall performance?

Notes:

If you had the opportunity, would you hesitate to re-employ the candidate?

Notes:

Please rate the candidate’s skills and abilities on the following scale:

5: Outstanding 4: Above Standard 3: Acceptable 2: Needs Improvement 1: Unsatisfactory

	5	4	3	2	1
Accepts Responsibility	☐	☐	☐	☐	☐
Attendance/Punctuality	☐	☐	☐	☐	☐
Technical Abilities	☐	☐	☐	☐	☐
Interpersonal Skills	☐	☐	☐	☐	☐
Attitude	☐	☐	☐	☐	☐
Follows Directions	☐	☐	☐	☐	☐

	5	4	3	2	1
Learns New Tasks	☐	☐	☐	☐	☐
Meets Deadlines	☐	☐	☐	☐	☐
Reliability/ Work Ethic	☐	☐	☐	☐	☐
Supervisory Ability	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐
Accepts/ Implements Feedback	☐	☐	☐	☐	☐

Position Specific Questions-Create Your Own

Q.

Notes:

Q.

Notes:

Q.

Notes:

Q.

Notes:

Q.

Notes:

Q.

Notes:

Q.

Notes:

Conclusion

Is there any additional information that you feel we should know in considering the candidate for employment?

Notes: