

The purpose of this reference check form is to assist us with our hiring decision for a position that we are presently recruiting.

Please complete the information in the following questions. When answering we ask that you honestly and openly describes the candidate's knowledge, skill or ability. If you are unable to answer a question fairly due to lack of opportunity to observe or assess the trait in question, please inform the person conducting the reference check.

We thank you for your participation in this matter. Your comments will be kept confidential.

Name of Candidate:	
Position Applied for:	
Name of Reference:	
Reference Position: Title:	
Reference Company/Organization:	
Reference Reporting Relationship to Candidate:	
Reference Telephone No.:	Email:
Candidates Dates of Employment:	
Position(s) Held:	
Reason for Leaving	

1. Can you comment on the candidate's interpersonal skills generally? Was he/she able to form and maintain a positive relationship with his/her supervisor and co-worker's?

2. Does the candidate have the ability or skill to use tact and diplomacy in sensitive, difficult or confidential situations?

3. How would you rate the candidate's decision-making ability?
(Outstanding, good, average, poor, unsatisfactory) **Why?**

4. Have you found the candidate to be reliable and dependable within the work environment?

5. Can you tell me how the candidate was able to meet timelines and about their time management skills?

6. What were the Candidate's strongest skills as an employee?

7. Given that no one is perfect and everyone has areas in which s/he can improve, can you describe any areas the candidate can or should continue to develop?

8. How would you rate the overall quality of the candidates' performance? (Outstanding, good, average, poor, unsatisfactory) **Why?**

9. Given the opportunity would you rehire this individual?

- Yes
- No (Please explain)

10. Is there anything else that you would like to tell us about the candidate's knowledge, skills and/or ability?

Completed by

Date