

Reference Check Form

|  | Click or tap here to enter text. |  | Click or tap here to enter text. |  |
| --- | --- | --- | --- | --- |
|  | Name of Applicant |  | Position Applied For |  |
|  | Click or tap here to enter text.  |  | Click or tap here to enter text.  |  |
|  | Reference Name and Title |  | Working/Reporting Relationship to Candidate |  |
|  |  Click or tap here to enter text. |  |  Click or tap here to enter text. |  |
|  | Phone/Email |  | Date |  |

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| --- |
| 1:  What position did the applicant hold with your organization? |
|  Click or tap here to enter text. |
| 2: Approximately how long did you work with this candidate? |
| Click or tap here to enter text. |
| 3: How would you describe the applicant’s overall performance? (Examples: how do they work with others, communication skills, etc.) |
| Click or tap here to enter text. |
| 4: What duties did the applicant perform the best?  |
| Click or tap here to enter text. |
| 5: What areas could have been improved?  |
| Click or tap here to enter text. |
| 6: Is there anything else of significance that you believe we should know? (Examples: performance issues, disciplinary actions, outstanding achievements, etc.) |
| Click or tap here to enter text. |
| 7: What do we need to be aware of to ensure that we create an environment that will help this candidate succeed?  |
| Click or tap here to enter text. |

| Click or tap here to enter text. |  | Click or tap here to enter text. |
| --- | --- | --- |
| Reference Check Conducted By |  | Title |