**Reference Check Form**

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| Candidate Name: |  | Role/Position: |  |
| Reference Name: |  | Title & Organization: |  |

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| In what capacity were you associated with the applicant, and since what date? |
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| In what capacity was the applicant employed, and what were their job responsibilities? |
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| How successful was the applicant in fulfilling his or her duties? |
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| What was it like to supervise the applicant? |
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| In a team dynamic, what role would the applicant typically play? |
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| What strengths did the candidate bring to your organization? |
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| What were their weaknesses or areas that needed improvement? |
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| Was the candidate ever provided with feedback about his or her performance? If so, what was it and how did they respond? |
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| How would you describe this applicant's absenteeism record in relation to other employees? |
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| Why did they leave your employment? |
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| Would you rehire the candidate? Why or why not? |
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| Is there anything else you would like to add? |
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