

# REFERENCE CHECK

[Company Name]

CANDIDATE	DATE	CHECK CONDUCTED BY
POSITION	DEPARTMENT	HIRING MANAGER

### INSTRUCTIONS

Please complete this form when you check a candidate's references.

### BACKGROUND

How long have you known [Candidate's Name]?

### JOB RESPONSIBILITIES

What position(s) did he/she hold? What were his/her primary responsibilities?

### STRENGTHS AND WEAKNESSES

Describe are his/her strengths and weaknesses.

### COMMUNICATION SKILLS

Does [candidate] have strong written communication skills? Presentation skills?

**INTERPERSONAL SKILLS**

How well did he/she get along with his/her manager? With teammates? With customers?

**MANAGEMENT STYLE PREFERENCE**

Under what management style does he/she perform well?

**TIME MANAGEMENT**

Does he/she manage his/her time well? Does he/she successfully prioritize and manage his/her workload effectively? Is he/she punctual and reliable?

**ATTITUDE**

How would you describe his/her attitude toward his/her job? During difficult or stressful situations?

**REASON FOR LEAVING**

Do you know why he/she left your company? –or– Do you know why he/she is interested in a position outside your company?

**COMMENTS**