CONFIDENTIAL

REFERENCE CHECK

Date:

Candidate Name:

Reference Name:

Relationship to Candidate:

\_\_\_\_\_Immediate Supervisor \_\_\_Manager

\_\_\_\_\_Subordinate \_\_\_\_\_Personal Reference

\_\_\_\_\_Peer \_\_\_\_\_Other (explain)

1. What were the candidate's position and responsibilities?

2. What are the candidate’s strengths?

3. Did candidate meet or exceed your expectations?

4. How would you describe the candidate’s interpersonal skills?

5. How was the candidate attendance?

6. If you were the hiring authority, and you had the opportunity to hire the candidate again, would you?

***Hiring Supervisor may ask 4 more questions of their choice, the above 6 questions are required.***