



Reference Check Form

Candidate's Name:

Position:

Contact:

Date:

Person Conducting Reference Check:

1. In what capacity do you or have you worked with this candidate?
2. Please share with me an example of a time when (candidate) was responsible for managing multiple tasks/assignments for your organization?
3. From your perspective, how would others who worked with (candidate) regularly evaluate his/her work product? Were there any challenges?
4. Since (candidate) is no longer with the organization, can you speak to what motivated him/her to make a move?
5. Please give me a specific example of a time when (candidate) independently managed a difficult situation. Describe the situation and what you saw as (candidate's) approach to resolution?

Were there any challenges or things you might have suggested he/she do differently?

What was the result?

Circle the quality of this candidate based on this reference check:

Excellent Good Average Poor