



Staff Reference Checking Form

Candidate's Name: _____

Person Called: _____ **Their Position:** _____

Organization's Name: _____

1. What is your relationship to the individual and how long did you work with them?
2. What positions did the individual hold in your organization?
3. How would you describe their performance and did you directly observe them on the job?
4. How did their performance compare to others who have held the same or similar jobs?
5. How would you describe their character and work ethic?
6. What do you see as their strengths and weaknesses?
7. Were there any performance related issues you were aware of? This could include attitude, dependability, trustworthiness, ability to get along with others, ability to complete work, etc.?
8. What sort of environment do you think this individual thrives in?
9. Why did the individual leave your organization or why do you think he or she is interested in leaving?
10. Would you hesitate to rehire or work with this individual if you had the opportunity?
11. Is there any additional information that you feel we should know in considering this individual for employment?
12. In your opinion, how does this individual adapt to change?