

General Reference-Check Form

Candidate's Name (and/or former name): _____

Person Called: _____ Person's Position _____

Company Name: _____

Note: Be sure to tell the reference for the position for which the candidate is applying

1. What is/was your relationship to _____ [candidate's name]?
2. How long did you work with _____? From _____ [date] to _____ [date].
3. Can you verify the position(s) he or she held? _____
4. Can you provide us with a general character reference of _____?
5. Did you have the opportunity to observe _____ as a _____
[former position title]?
6. How would you describe his or her overall performance? Please provide examples.
7. What do you see as _____'s strength and areas where he or she needs/needed additional development [weaknesses]?
8. How would you compare the performance of _____ to that of others who have held the same or a similar job?
9. Please describe _____'s work ethic, including any issues with tardiness, absenteeism, attitude, abuse of sick or vacation time, dependability, trustworthiness, or completion of assigned tasks.
10. What sort of environment do you think _____ would work best within?
11. Why did _____ leave your organization, or why do you think he is interested in leaving?
12. If you had the opportunity, would you hesitate to employ/re-employ or work with _____?
13. Is there any *additional* information you feel we should know in considering _____ for employment?