

Reference Check Form

Candidate Name: _____

Position Applied For: _____

Hiring Manager: _____

Today's Date: _____

Reference Name _____

Instructions: *Reference checks are conducted by the hiring manager or the person who will be supervising this role. This is not a confirmation of employment or education, rather the purpose is to learn more about the candidate from people who know them in a professional or personal capacity. The reference check provides additional data to help inform the hiring decision.*

[Introduce yourself to the reference and explain the purpose of the call. Let them know the candidate recommended contacting them as a personal reference and this call should only take about 10-15 minutes. It may be helpful to let them know you are not looking for employment dates or anything like that, just wanting to get their perspective.]

1. How do you know the candidate and how long have you known them?

2. What would you say are their three greatest strengths?

[Alternate question: What type of work environment do you think they would excel in? Why?]

[Please provide a brief description of the position, its purpose, and some of the challenges or success factors of the position, then ask the following questions.]

3. Based on what I've just described about the position and what you know about the candidate, does this position sound like it would be a great fit for them? Why / Why Not?

[Alternate question: Based on what I've just described about the position and what you know about the candidate, why do you think they applied for this particular position?]

4. If you had to pick one or two pieces of this job where you think they might not be as strong or might need some development, what would those be? Why?

5. What do you think their co-workers would likely say is the best part of working with him/her? The most challenging part?

6. What advice would you give to their supervisor about managing them effectively?

7. Would you have any hesitation recommending them for this job? Why / Why Not?

8. Is there anything I didn't ask that would be helpful for me to know??

[Thank them for their time and perspective.]