

Reference Check Template

The same questions should be asked of all the references provided by the candidate. Please take complete, accurate and appropriate notes of your discussion.

1. How long did (candidate) work for your organization?	
2. Why did (candidate) leave?	
3. What functions did (candidate) do for you/your organization?	
4. What were (candidate's) accomplishments?	
5. From your standpoint, what are (candidate's) strengths?	
6. What do you believe separates (candidate) from others doing the same/similar work at your organization?	
7. In what area do you believe (candidate) needs to grow or improve relative to skills and/or experience?	
8. Are there other people I can call about (name)? [Get at least one name, if possible.]	
9. Would you rehire (candidate) in the same or similar role? Why/Why Not?	
10. Is there anything I didn't ask that you would like to share?	
11. [optional Question]	

Candidate Name: _____

Reference Checker: _____

Date: _____

Reference Called: _____

Title: _____