

Reference Check

Date of Reference Check (Day/Month/Year):

Reference Check Name (Last, First):

1. In what capacity did you work with the candidate (e.g., peer, colleague, supervisor)?

2. Could you give me a brief description of the duties the individual performed?

3. Would you recommend him/her for this position? Why or why not?

4. How would you describe the candidate's relationships with co-workers, subordinates, and supervisors?

5. Is there anything else you can tell me about the candidate's ability to perform his/her job?

HIRING MANAGER VERIFICATION

Date: