

Reference Check Form

Applicant Name:	Reference Name:
Position Seeking:	Reference Title:
Reference Conducted By:	Reference Title:
Date:	Reference Phone:

Employment Verification:

If contacting a former employer, start by verifying the following information provided by the applicant:

Dates of Employment:	to
Job Title:	

Questions:

1. What was your professional relationship to the candidate? And for how long?
2. What were the candidate's job duties?
3. What can you tell me about the candidate's knowledge of the job?
4. How would you describe the candidate's overall performance? Specific examples?
5. How would you describe the candidate's interpersonal skills with co-workers and supervisors? Specific examples?

