

EMPLOYMENT REFERENCE CHECK FORM & QUESTIONS

Please feel free to describe or reference the type of position applied for by the candidate, and make notes of any additional technical specific questions that were asked at the time of check.

Name or Title of Reference:	Candidate Name:
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Candidate Position:	Who completed this form?
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Are you able to verify the candidate's dates of employment, title, role and responsibilities?

Describe your relationship with the candidate?

Why did the candidate leave your organization?

In your experience with the candidate, have you noted any problems (tardiness, behavioral, work ethic, incompetence, etc.)?

Describe the candidate's interactions with other individuals, such as friends, colleagues, supervisors and subordinates.

How does the candidate react to stressful situations?

What are the candidate's strengths and areas needing improvement?

Does the candidate work better individually or in a group environment?

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What comments or suggestions would you have for the candidate's new manager?

What is your overall opinion of this candidate?

Would you recommend or rehire the candidate? Why or why not?