

Professional Reference Check Form

Candidate Information

Candidate Name

Position Applied For

Reference Information

Reference Name

Title/Position

Company/Organization

Relationship to Candidate

Email

Phone

Reference Questions

How long and in what capacity have you known the candidate?

What are the candidate's key strengths?

Areas where the candidate could improve?

Notable accomplishments during candidate's employment?

Comments on candidate's reliability, punctuality, and professionalism:

Would you re-hire this candidate? Why or why not?

Additional Comments