

Reference Check Form for Executive Positions

Candidate Information

Name of Candidate

Position Applied For

Date

Reference Information

Name of Reference

Company

Position

Relationship to Candidate

Contact Information

Length of Relationship

Executive Performance Assessment

1. Please describe your relationship with the candidate and the context in which you worked together.

2. What were the candidate's key responsibilities and accomplishments?

3. How would you assess the candidate's leadership and management skills?

4. What are the candidate's strongest attributes as an executive?

5. What areas could the candidate improve upon?

6. Can you describe the candidate's decision-making and problem-solving abilities?

7. How does the candidate handle pressure and complex business challenges?

8. Would you rehire or work with the candidate again in an executive capacity? Why or why not?

9. Is there anything else you would like to share about the candidate?