

# Employee Reference Check Template

## Candidate Information

Candidate Name

Position Applied For

Reference Name

Reference Title/Position

Relationship to Candidate

## Employment Details

Employment Dates

Position Held by Candidate

Reason for Leaving

## Performance Evaluation

Major Responsibilities

Key Strengths

Areas for Improvement

Overall Performance & Comments

## Additional Information

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

Other Comments