**Reference Checking Form**

**Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Complete Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applied Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How long have you known/supervised this candidate?**
2. **What was the candidate’s position, job areas and responsibilities?**
3. **What were candidates’ strengths and weakness?**
4. **Did the candidate have any performance issues?/ Any areas that needed improvement?**
5. **Why did the candidate leave?**
6. **Did the** **candidate have any attendance issues?**
7. **Did the** **candidate have any time management issues?**
8. **Can you comment the candidate’s interpersonal skills?**
9. **Can you comment the candidate’s role working as a member of a team?**
10. **Would you rehire this person? Why?**