

Reference Check Form

Verify that the candidate has provided permission before conducting reference checks.

Date:

Conducted by:

Reference Name/Title:

Applicant's position(s):

Dates of employment:

1. How long have you known the candidate and what is/was your relationship?
2. What are/were the candidate's typical duties?
3. How would you evaluate the candidate's overall work performance?
4. What do you see as his/her particular strength or skill area?
5. What about the areas that require support?
6. Describe his/her management/leadership style (where applicable).
7. What adjectives/qualities come to mind when you think of him/her?
8. Would you recommend him/her for this position?
9. Would this individual be eligible for rehire?
10. What was the candidate's reason for leaving your organization?
11. Is there anything else you would like to say that you think would be valuable to this person's candidacy at Smith College?