Reference Check Form

Name of person completing the reference check: ______________________________

Date reference check completed: ______________________________

Name of person contacted: ______________________________

Position of person contacted: ______________________________

Questions to ask during the reference check:

1. How long have you known the applicant? ______________________________

2. When did the applicant work for (or with) you? ______________________________

3. In what role did you serve in relation to the applicant? (For example, were you their supervisor, peer, etc.)? ______________________________

4. What are the applicant’s strengths? ______________________________

5. Are there any areas of challenge for the applicant? ______________________________

6. Would you hire the applicant again? ______________________________

Reference refused to answer questions and would only confirm dates of employment.

November 2019