

## **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.