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REFERENCE CHECK FORM

Candidate Name:	Position:
Referee:	
Company:	Phone:
Can you confirm the candidates work title:	
What was his/her reason for leaving?	
Were they responsible for any other staff, if so, how would you describe their management style	
Can you comment on their interpersonal skills and relationships with: peers/ management / subordinates	
Can you comment on the quality and consistency of their work	
Were they able to work under pressure / meet deadlines	
What were their particular areas of strength	
What were their areas of weakness	
How would you rate their overall performance on a scale of 1-5	
Can you comment on their timekeeping and attendance	
Can you comment on their general attitude and dedication to work	
Would you recommend this person for future employment. If no, why?	
REFERENCE TAKEN BY:	