### Sample Reference Check Questionnaire

<table>
<thead>
<tr>
<th>Name of Candidate:</th>
<th>Position Interviewed For:</th>
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<table>
<thead>
<tr>
<th>Reference Name:</th>
<th>Reference Job Title:</th>
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<tr>
<th>Reference Telephone:</th>
<th>Department/Organization:</th>
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The following are general reference check questions. It is also recommended to verify with the reference any information the candidate provided during the interview. The behavioral questions asked during the interview are a good supplement to the questions outlined below.

#### General Information

Candidate’s job title while employed by the reference __________________________________

Candidate’s relationship to reference ________________________________________________

Dates employed by reference ______________________________________________________

Reason for leaving ______________________________________________________________

Brief description of job duties while employed by reference ___________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Comments on attendance and punctuality ____________________________________________

Strengths and Developmental Areas ________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

#### Key Competencies

The key competencies should be consistent with the competencies required for the position and those which the behavioral questions asked were based on during the interview process.

Please comment on the candidate’s skill level in the following areas and how they were developed/utilized in his/her previous role.

Technical (job-related) skills and knowledge __________________________________________

______________________________________________________________________________

______________________________________________________________________________
Problem solving/decision making abilities
____________________________________________________________________________
____________________________________________________________________________

Interpersonal skills
____________________________________________________________________________
____________________________________________________________________________

Supervisory/managerial skills (if applicable)
____________________________________________________________________________
____________________________________________________________________________

Planning/organizing skills
____________________________________________________________________________
____________________________________________________________________________

Communication Skills
____________________________________________________________________________
____________________________________________________________________________

Initiative
____________________________________________________________________________
____________________________________________________________________________

Would you rehire this individual? Yes/No   Comments _______________________________
____________________________________________________________________________

Are there any areas of concern/interest that I have not touched on that you would like to
comment further on?
____________________________________________________________________________
____________________________________________________________________________

Reference checked by: _________________________________ Date: ___________________