

Sample Reference Check Questionnaire

Name of Candidate:	Position Interviewed For:
Reference Name:	Reference Job Title:
Reference Telephone:	Department/Organization:

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: _____