



Phone Reference Check

Date: _____

Position: _____

Name of Candidate: _____

Name and Title of Reference: _____

Employer/Organization: _____

Relationship to Applicant: _____

Name of person conducting reference check: _____

Verify dates of employment: _____

Verify position held: _____

General Questions

How long did you work with [Candidate]? _____

Personal Characteristics

Tell me about [Candidate's] strong points _____

How would you describe [Candidate's] self- motivation? _____

Give an example of how [Candidate] goes about solving problems _____

Qualifications

How much experience did [Candidate] have in the following areas? _____

What was [Candidate's] reason for leaving? _____

Would you rehire [Candidate]? Why/Why not? _____

Would you recommend [Candidate] for this position? (Describe position to reference contact)

Is there anything else you would like to add? _____
