**Reference Check Questions**

Person Conducting Reference: Date:

Candidate Name: Dates of Employment:

Person Contacted:  Title and Company of Contact:

How long and in what capacity have you known [the candidate]?

What duties did [the candidate] perform while employed?

How would you describe their work performance?

Please describe [the candidate]’s communication and interpersonal skills and provide your assessment of them.

How would you rate [the candidate] in terms of organizational skills and attention to detail?

What are their strengths?

What are their limitations?

What is [the candidate]’s preferred style of supervision?

What degree of supervision do they require?

Why did [the candidate] leave your organization?

Would you re-employ them?   If no, why not?

Please comment on their dependability and overall attitude.

Is there any additional job-related information you would like to share?