

**CANDIDATE NAME:**

**POSITION NAME:**

**DEPARTMENT:**

**JOB POSTING NUMBER:**

**REFERENCE NAME:**

**REFERENCE EMAIL:**

**REFERENCE PHONE:**

**TO ENSURE CONSISTENCY IN THE HIRING PROCESS, PLEASE ASK THE FOLLOWING QUESTIONS FOR EACH REFERENCE.**

What is your relationship to the candidate?

What job duties and responsibilities did the candidate have in their role?

What dates did the candidate work at the company?

What were the candidate's job title(s) and role(s)?

How would you describe their professionalism in the workplace?

What would you say are the candidate's greatest strengths and weaknesses?

Would you describe the candidate as reliable and dependable?

Did they complete the tasks and assignments given to them?

Would you rehire this person?

**REFERENCE CHECK COMPLETED BY:**

**DATE:**

**CANDIDATE NAME:**

**POSITION:**

**DEPARTMENT:**

**JOB POSTING NUMBER:**

**REFERENCE NAME:**

**REFERENCE EMAIL:**

**REFERENCE PHONE:**

**TO ENSURE CONSISTENCY IN THE HIRING PROCESS, PLEASE ASK THE FOLLOWING QUESTIONS FOR EACH REFERENCE.**

What is your relationship to the candidate?

What job duties and responsibilities did the candidate have in their role?

What dates did the candidate work at the company?

What were the candidate's job title(s) and role(s)?

How would you describe their professionalism in the workplace?

What would you say are the candidate's greatest strengths and weaknesses?

Would you describe the candidate as reliable and dependable?

Did they complete the tasks and assignments given to them?

Would you rehire this person?

**REFERENCE CHECK COMPLETED BY:**

**DATE:**