



Reference Check Template

This form is intended to be used as a guide and can be revised to fit the role. Remember to give candidates advanced notice that you will be checking their references.

- Introduce yourself and state the purpose of your call
 - Confirm that it is a convenient time to talk
 - Briefly describe the position for which the applicant has applied
 - Confirm the relationship between the person giving the reference and the applicant
 - Verify basic duties such as job title, responsibilities, salary, and dates of employment
 - Be consistent! Ask the same questions about all final candidates and weigh the information equally; what disqualifies one should be the basis for disqualifying any others.
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1. What was the nature and length of your relationship with the candidate?

 2. How would you describe the candidate's leadership skills?

 3. Please describe the candidate's ability to adapt to changes.

 4. Why did he/she leave the position? (if applicable)

 5. In stressful situations, describe how the candidate reacted. Be specific.

 6. How does the candidate perform in a diverse environment?

 7. From your observation, has the candidate mainly been in the role of an implementer or initiator of projects and proposals?

Sweet Briar Reference Check

8. Does the candidate work well independently, or do they need more consistent direction from superiors/project managers?

9. What have been the candidate's key accomplishments or impact on the organization?

10. What area of development could the candidate focus on in regards to professional growth?

11. If you were going to provide advice on how to best guide this person in the role they have applied for, what would your advice be?

12. Would you hire or want to work with this individual again ___Yes___No
If No, please explain why not.

Name of hiring manager/HR partner conducting this reference check:

Date the reference check was completed: _____

Name and title of the person providing the reference:
