



### Candidate Reference Check Form

This form is intended to be used as a guide and can be modified to meet your particular needs. Remember to give candidates advanced notice that you will be checking their references. Use the following guidelines when you are conducting all telephone reference checks, whether the candidate is an internal employee or an external applicant:

- Introduce yourself and state the purpose of the call
- Confirm that it is a convenient time to talk
- Briefly describe the position for which the applicant applied
- Confirm the relationship between the person providing the reference and the applicant
- Verify basic information such as job title, duties, salary, date 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.

**Candidate's Name:** \_\_\_\_\_ **Position Applied for:** \_\_\_\_\_  
**Reference Check provided by:** \_\_\_\_\_ **Organization:** \_\_\_\_\_  
**Relationship to candidate:** \_\_\_\_\_ **Date Conducted:** \_\_\_\_\_

### Sample Reference Check Questions

1. How would you describe the candidate's leadership skills?
2. How would you characterize the relationship between the candidate and his/her staff/co-workers?
3. In stressful situations, describe how the candidate reacted? Be specific.
4. Additionally, how does s/he handle difficult people?
5. What are the candidate's key accomplishments or impact on the organization?
6. What area of development could the candidate focus on?'
7. If you were going to provide advice on how to best guide this person, what would it be?
8. How independently does the candidate work as opposed to checking in with supervisor?
9. Do you have any additional work related comments about this candidate
10. Would you hire or want to work with this individual again? \_\_\_\_Yes \_\_\_\_No (If no, why?)

Please upload the form to NeoGov.

Reference Check Completed By: \_\_\_\_\_ Date: \_\_\_\_\_