Reference Check Template

**Details**

Candidate Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position stated on Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Effectiveness in Role** **Scale 1 - 10**

How effective was the candidate in the performance of their role? \_\_\_\_\_\_\_\_\_\_\_

What were the main duties and responsibilities of the role?

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**Strengths**

What do you think the candidates strengths are? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you say that? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are their areas for development? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Technical Competence**

How would you describe the candidate’s level of technical skills and knowledge in the role?

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**General Performance**

Were there any issues with absence or attendance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How does the candidate with pressure?

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**Supervisory Skill and Style**

Did the candidate supervise anyone in their position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, can you tell me about their supervisory skills and style?

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**Interaction with All Levels of Management and Staff**

How does the candidate interact with different levels of management and other employees in the company?”

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**Management Style**

What is the best way to manage the candidate

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**Reason for Leaving**

Why did the candidate leave your company? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you rehire the candidate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any other comments you would like to add?

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**Points to follow up with candidate:**

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**Conducted by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_