

(Name of the Organization)

REFERENCE CHECK FORM

Candidate's Name:

Designation interviewed for:

Reference Name: _____

Company Name: _____

Company Address: _____

Company Contact Number: _____

Dates of Employment: _____

❖ Questions:

- 1) Please describe your reporting relationship with the candidate? If none, in what capacity did you observe the candidate's work?
- 2) Reason for Leaving:
- 3) Please describe the key responsibilities of the candidate in his/her most recent position.
- 4) Tell us about the candidate's important contributions
- 5) Describe the candidate's relationships with his/her coworkers, reporting staff (if applicable), and supervisors.
- 6) Talk about the attitude and outlook the candidate brought to the workplace.
- 7) How many reporting staff did the candidate manage? Their roles? (if applicable)