**Reference Check form**

[INSERT ORGANIZATION LOGO HERE]

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name |  | Date |  |
| Position |  | Reference Check conducted by |  |

|  |  |
| --- | --- |
| **NATURE AND LENGTH OF RELATIONSHIP** | |
| **Reference Name #1** |  |
| Title | Company |
|  |  |
| How long have they worked with the candidate? | Who reported to whom? |
|  |  |
| **Reference Name #2** |  |
| Title | Company |
|  |  |
| How long have they worked with the candidate? | Who reported to whom? |
|  |  |

|  |  |
| --- | --- |
| **STRENGTHS** | |
| **Reference Name #1** | How would they describe the key strengths of the candidate? |
|  |  |
| **Reference Name #2** | How would they describe the key strengths of the candidate? |
|  |  |

|  |  |
| --- | --- |
| **SIGNIFICANT ACCOMPLISHMENT** | |
| **Reference Name #1** | What would they describe as the candidate’s most significant accomplishment while working together? |
|  |  |
| **Reference Name #2** | What would they describe as the candidate’s most significant accomplishment while working together? |
|  |  |

|  |  |
| --- | --- |
| **LEADERSHIP STYLE** | |
| **Reference Name #1** | How would they describe the leadership style of the candidate? |
|  |  |
| **Reference Name #2** | How would they describe the leadership style of the candidate? |
|  |  |

|  |  |
| --- | --- |
| **RELATIONSHIP SKILLS** | |
| **Reference Name #1** | How would they describe the interpersonal skills and ability to build relationships of the candidate? |
|  |  |
| **Reference Name #2** | How would they describe the interpersonal skills and ability to build relationships of the candidate? |
|  |  |

|  |  |
| --- | --- |
| **COMMUNICATION SKILLS** | |
| **Reference Name #1** | How would they describe the communication skills and style of the candidate? |
|  |  |
| **Reference Name #2** | How would they describe the communication skills and style of the candidate? |
|  |  |

|  |  |
| --- | --- |
| **WORK HABITS** | |
| **Reference Name #1** | How would they describe the work ethic and working style of the candidate? |
|  |  |
| **Reference Name #2** | How would they describe the work ethic and working style of the candidate? |
|  |  |

|  |  |
| --- | --- |
| **PERSONAL HABITS** | |
| **Reference Name #1** | Is there anything in the candidate’s background, that you are aware of, that would hinder them from doing an excellent job in the role? Or is there anything that, if it came to light, would be a source of embarrassment to either them or the organization? |
|  |  |
| **Reference Name #2** | Is there anything in the candidate’s background, that you are aware of, that would hinder them from doing an excellent job in the role? Or is there anything that, if it came to light, would be a source of embarrassment to either them or the organization? |
|  |  |

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| --- | --- |
| **OTHER COMMENTS** | |
| **Reference Name #1** | Is there anything you would like to add? |
|  |  |
| **Reference Name #2** | Is there anything you would like to add? |
|  |  |