

CANDIDATE REFERENCE CHECK FORM

CANDIDATE NAME	POSITION SOUGHT
REFERENCE CHECK PERFORMED BY	DATE OF REFERENCE CHECK
REFERENCE NAME	RELATIONSHIP TO CANDIDATE

1. What level of supervision did you provide and/or working relationship?
2. Please confirm the candidate's job title, responsibilities, and duration of employment with your agency.
3. What are the candidate's professional strengths and how were they an asset for their team and your agency?
4. Do you think the candidate has any professional challenges or shortcomings, or any areas that should be improved?

5. On a scale of 1 to 10 (with 10 being the highest), how would you rate the candidate in the following areas?

_____ Willingness to conform and be flexible with job responsibilities.

_____ Able to grasp new information and apply it to the appropriate situation.

_____ Meet work task deadlines.

_____ Work under pressure and able to multi-task.

_____ Organization.

_____ Ability to prioritize work.

_____ Ability to meet deadlines.

_____ Time and attendance.

_____ Teamwork with coworkers.

_____ Ability to take direction and follow through with work responsibilities.

_____ Ability to accept constructive criticism.

_____ Professionalism.

_____ Communication skills.

6. Was the candidate a team player or did they excel working alone?

7. Describe the candidate's working relationship and interactions with peers and management.

8. Are you aware of any corrective or adverse actions taken against the candidate?

9. Would you hire the candidate again as an employee? Given the opportunity, would you promote the candidate?

10. Are there any other comments you would like to add regarding the candidate's qualifications as an employee?