

# Reference Check Questions

Date of application:		Candidates Name:	
Referee:			
Company:			
Position held by candidate:			
Position held by referee:		Contact number:	

Question	Referee's Response
Reasons given for leaving:	
Main responsibilities:	
Did they have a supervisory role as if so, how many people were they responsible for?	
Areas that they excelled in:	
Areas where they failed to meet expectations:	
How would you rate their performance in relation to their goals/business targets?	
Any difficulties encountered, please explain:	
Candidate's application to tasks/focus:	
General approach to work in the following areas:	
Attendance:	
Punctuality:	
Appearance:	
Attitude to superiors' peers and subordinates:	
How would you rate their honesty and integrity?	
Do you believe the applicant would work well in an environment that (outline Company philosophy, job requirements, management style, work conditions, etc)?	
Any additional comments:	
Would you re-employ this employee?	

Check Conducted by:

Date:

Signature: