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**Reference Check Form**

Verify that the applicant has provided permission before conducting reference checks. Explain the reason for your call and verify the below information with the supervisor (including the reason for leaving, if applicable).

**Candidate Name:**

**Reference Name:**

**Title:**

**Company:**

**Phone:**

**Dates of Employment:**

**Position(s) Held:**

**Reason for Leaving:**

1. Please describe the type of work for which the candidate was responsible.

2. How would you describe the applicants relationships with coworkers, subordinates (if applicable), and with superiors? Is the candidate more of an individual contributor or team oriented? Why do you think this?

3. Was the candidate in a lot of high pressure or stressful work situations? If so, how did the candidate perform in these situations? How did the candidate deal with conflict?

4. What is your overall assessment of the candidate?

5. Would you recommend him/her for this position? Why or why not?

**Other comments:**

**Date Completed:**

**Completed by:**