



Reference Check

Applicant's Information

Applicant's name	Date of request
Position applied for	
Person conducting reference check (name and title)	

Reference's Information

Reference's name	Reference's title
Reference's contact information	Connection to applicant (boss, coworker, etc.)

Applicant Employment Information Relevant to This Reference

Company name	Position
Start date	End date
Reason for leaving	
Major job duties	

Special skills
This position requires [give a general description of the position and the company]. Do you think [applicant] would be a good fit for this position? Tell me about the skills that [applicant] has that make them especially suited for this role.
Tell me about a time you had to coach [applicant]. How does [applicant] respond to feedback?
Tell me about [applicant] communication style with coworkers.
Would you hire them again?
What else should I know about [applicant]?

Additional Questions

What is the accomplishment you are most proud of [applicant] for achieving? What really stood out about [applicant] during this process?

Tell me about a time [applicant] went above and beyond for you.

What is some memorable feedback you received from a client or customer about [applicant]?