

BLANK REFERENCE CHECK FORM

- Candidate Name:
- Date:
- Referee:
- Title:
- Company:
- Relationship with the Candidate:
- How long have you known the candidate and in what capacity?
- Confirm job/role/duties performed?
- If a previous Manager can you confirm what their average billings were approximately?
- Reason for leaving?
- Technical Skills:
- How would you describe the candidate's overall work performance?
- Interpersonal&Communication Skills:
- How would you rate the candidate's interpersonal skills?

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- Verbal and written?
- Team player?
- Introvert/extravert?
- Personal&Teaming Orientation:
- How well did the candidate work under pressure?
- Relationship with the Candidate:
- How did he/she respond to challenges?
- How would you describe his/her general attitude and flexibility towards work?

Strengths:

- What would you consider to be the candidate's greatest personal strengths/assets?

Development Areas:

- Are there any weaknesses or areas of concern?
- Hypothetically, would you re-employ the candidate if you had the opportunity?