

Reference Check

Candidate Name: _____ Position: _____

Person spoken to: _____ Date & Time of Call: _____

Can you verify the job candidate's employment, job title, and responsibilities? Would you be able to tell me why they left that job?

How do you know the individual?

What are the individual's greatest strengths and weaknesses?

Tell me what it's like to work with this individual?

What advice can you give me to successfully manage him or her?

What else do I need to know about this individual that I didn't already ask?

If you had the opportunity, would you rehire this individual? Why? Why not?

Take note of who you called, when you called them, and what was discussed. In the HR world, it's always smart to document everything. The reference check will help you to paint a complete picture of the job candidate. Use this info to hire the best candidate for the job.