

Reference Check Form

REFERENCE CHECKS SHOULD BE CONDUCTED WITH PREVIOUS SUPERVISORS LISTED ON THE EMPLOYMENT APPLICATION (PT 80)

Name of person completing the reference check: _____

Date reference check completed: _____

Name of person contacted: _____

Position of person contacted: _____

Questions to ask during the reference check:

1. How long have you known the applicant? _____
2. When did the applicant work for (or with) you? _____
3. In what role did you serve in relation to the applicant? (For example, were you their supervisor, peer, etc.?) _____
4. What are the applicant's strengths? _____

5. Are there any areas of challenge for the applicant? _____

6. Would you hire the applicant again? _____

_____ Reference refused to answer questions and would only confirm dates of employment.