

Reference Check Questionnaire

Applicant Name

Employment Dates

Person Contacted/Relationship to Candidate

Name of Organization/Phone

Reference Check Conducted by

Date

1. Please clarify the applicant's responsibilities and accountabilities while in position.

2. Let me tell you more about the job the candidate is applying for... How do you think the applicant might fit in that job? (Probe for specifics.)

3. What do you consider the applicant's:
 - Strengths, assets, things you like and respect about him or her?

 - Shortcomings, weaker points, and areas for improvement?

4. On a scale of excellent to poor, how would you rate the applicant's overall performance? Why?

5. Is the applicant eligible for rehire? If no, does your company have a policy that prohibits rehiring former employees?

6. Anything else you think I should know about the candidate that would be helpful I in assessing his or her candidacy for the position we have open?