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| **REFERENCE CHECK FORM** |
| **REFERENCES FOR:** |  |
| **BUSINESS REFERENCE NAME:** |  |
| **BUSINESS REFERENCE #** |  |
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| **Relationship to candidate and length of time known** |  |
| What were candidate’s main duties and responsibilities when you worked together? |   |
| How would you describe candidates working relationship with management, their team, subordinates and peers? |  |
| How would you describe candidate’s ability to organize, prioritize and manage time? |   |
| Describe candidate’s ability to handle pressure or stress? Can you give me an example? |   |
| What would you consider to be the candidate's areas for improvement? |   |
| How would you describe his/her overall performance? |   |
| How would you assess their communication style, both oral and written? |  |
| Can you comment on the candidate’s attendance? |   |
| Is there anything I haven't asked that you would like to share with me? |  |
| Would you rehire/work with the candidate again? Why or why not? |  |