FROM THE OFFICE OF FINANCE & ADMINISTRATION  
EMPLOYMENT REFERENCE CHECK FORM

Candidate Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Reference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE**: Starred (\*) questions are required for each reference that you check. The remaining questions are optional.

\*What is/was your relationship to the candidate? And what is your job title?

\*How long did you work with the candidate?

\*What was the candidate’s job title at your organization?

\*What were the candidate’s dates of employment? (or confirm the dates provided by the candidate)

\*Is the candidate eligible for rehire at this time?

What were the main job duties or responsibilities of the candidate’s position with your company?

Did the candidate supervise others? If yes: If I spoke to those employees, how do you think they would describe his/her management style?

What was the biggest project you are aware of that the candidate worked on for your organization?

What was his/her responsibility on this project?

Was the project successfully completed?

Is the candidate more of an individual contributor or team oriented? Why do you think this?

How do you think co-workers would describe the candidate?

How did the candidate deal with conflict?

Was the candidate in a lot of high pressure or stressful work situations? If so how did they handle these?

What is/are the candidate’s strengths?

In what area(s) could the candidate continue to improve?

The candidate has applied for a position as a \_\_\_\_\_\_\_\_\_\_\_\_ with our company. Do you believe the candidate would be a good fit for this type of position? Why or why not?

Is there anything I haven’t asked about that someone considering this person for a job should be aware of?