REFERENCE CHECK QUESTIONNAIRE

Begin with a cordial greeting, naming yourself and your position with your organization. Explain that you are conducting a reference check for (Insert Name of Applicant) who has applied for a position with your company. Ask if the person is willing and prepared to provide a reference for them and let them know it should take about 10 minutes. If so, continue below. If they aren’t able to when you call, ask if they’d prefer another time or if you can email this form to them to complete.

| Candidate’s name |  |
| --- | --- |
| Position to be filled  |  |
| Company name for candidate’s previous position |  |
| Name and contact info of person providing the reference |  |
| What were the dates of their employment? |  |
| What sorts of responsibilities did they have? |  |
| Why did they leave? If known. |  |
| How would you describe their work performance? |  |
| What strengths did you notice from them? |  |
| What were their areas needing development, attention, or coaching? |  |
| Can you describe their attention to detail? Were they consistent with follow-ups? |  |
| Can you describe their interactions with patients or clients? |  |
| Were they ever complimented by a patient or client? |  |
| Did you ever see them go out of their way to help a client or a patient? |  |