Candidate Reference Check Form

Every candidate you represent should be able to provide a list of references from their former employers who can attest to their ability. You are the candidate's representative and you must be able to extract information from them and their references in order to feel secure about placing them with any of your client's.

- Contact a minimum of three professional references [i.e. managers/supervisors (preferably), peers, professional contacts]. Document names, titles, relationships, and contact information.
- Be sure all of the candidate's references are legitimate.
- Personally speak to each one of them before referring them to any of your clients.
- When you speak to them, make them aware of your client's needs. (Use the original Job Description)
- Be sure they are confident in your candidate's ability to handle the responsibilities.
- Make sure you ask them if they could personally use your services. Recruiting additional candidates and building new relationships should always be a priority.

In general, once you have established good rapport with the reference, and you have described the position your employer is considering the candidate for (if appropriate), here are few reference questions and the perfect form for you to use:

CANDIDATE REFERENCE CHECK
For:
For the position of:

Reference Name:
Relationship to Applicant:
Company:
Phone No:

About how long did (applicant) work for (with) you?

Can you describe their duties and a typical day?

How would you rate the overall quality of their work compared to co-workers?

What type of work ethic did he/she display?

Can you give an example of a time when he/she went above & beyond your expectations?

How would you rate his/her overall customer service?

Please describe his/her attitude and interaction w/co-workers?

Would you consider him/her a team player (examples)?

How would you describe his/her management style (examples)?

Can you describe a few of his/her strong points?

Are there any areas you feel he/she needs to work on?

Would you rehire (work with) him/her again (why)?

Is there anything else you can tell me that would assist with a decision to hire (name)?

Comments: