



## REFERENCE CHECK QUESTIONNAIRE

**Candidate Name**

**Position**

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**Name of Reference**

**Title**

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**Relationship**

**How Long Known?**

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**Confirm Job Title**

**Confirm Dates of  
Employment**

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**Consistent with  
Resume?**

**Starting Compensation**

Yes

No

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**Compensation at  
Departure**

**Did candidate receive bonuses or additional  
compensation?**

**Confirm job duties. Are they consistent with the resume?**

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**Reason for leaving position?**

**Was candidate promoted while at your company?**

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Using the following ratings: Exceeded Expectations, Met Expectations or Needed Improvement, how would you rank (candidate name) in the following areas?

**Work Ethic/Attitude**

X

M

N

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**Attendance/Punctual**

X M N

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**Timeliness in completing work**

X M N

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**Ability to handle pressure/deadlines**

X M N

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**Ability to work as a member of a team**

X M N

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**Communication skills (written/oral)**

X M N

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**Ability to creatively solve problems**

X M N

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**Ability to supervise effectively (How many people supervised?)**

X

M

N

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**Overall quality of work**

X

M

N

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**Were there particular strengths that stood out to you?**

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**Were there issues or concerns that arose during employment?**

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**Would you re-hire (Candidate Name)**

Yes

No

**Is there any addition information you"d like to provide?**

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**Reference check completed by  
(Name)**

**Date**

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