Reference Check Form

Reference for: _____

Referral: _____

How long have you known the candidate?

In what capacity?

Can you give me an overall impression of the candidate's strengths and weaknesses?

Was the candidate punctual?

Does the candidate come to work reliably?

Comment on the candidate's strengths and weaknesses working with other employees or staff.

Can you tell me about a time that the candidate went "above and beyond" the call?

Can you tell me about a time that the candidate "missed the mark"?

How much supervision does she require?

What motivates the candidate?.

Is there anything else you can tell me about the candidate?