Reference Check Form

This form is used to check a professional reference provided by the job candidate. The candidate must give prior permission to contact a reference. In general, a minimum of two references should be checked, one of whom should be the candidate’s most recent direct supervisor. Either the Hiring Official or RSPH HR may conduct reference checks. Reference checks should be completed prior to extending a job offer.

Candidate Name

Reference Name

Company Name

Dates of Employment

Position(s) Held

Reason for Leaving

1. What was your professional relationship i.e. co-worker, subordinate?

2. Describe the type of work for which this individual is responsible.

3. How would you describe this individual’s relationships with coworkers, subordinates (if applicable), and superiors?

4. Describe how this individual approaches his/her work.

5. What are his/her strengths on the job?

6. What are his/her weaknesses on the job?

7. Would you recommend him/her for this position? Why or why not?

8. Other comments: