Reference Check Form (Template)
Support Staff Positions

<table>
<thead>
<tr>
<th>Candidate’s name:</th>
<th>Date/time of discussion:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference name:</td>
<td>Position/title:</td>
</tr>
<tr>
<td>Company:</td>
<td>Telephone #:</td>
</tr>
<tr>
<td>Reference checked by:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

1. In what capacity did you work with the candidate?

2. What were the candidate’s responsibilities when he or she worked for you? Why did the candidate leave the position?

3. The candidate is being considered for the following position. Based on your observation and experience, how do you think he or she might perform in this role? What do you consider to be his or her best quality for this specific role?

4. Please describe the quality of work performed by the candidate. Can you think of a specific instance where quality was a concern? How receptive was the candidate to constructive criticism?
5. Please describe the candidate’s ability to meet deadlines and flexibility to handle changing priorities. What area of development do you think the candidate could focus on?

6. How much supervision was needed by the candidate? How did he or she respond to your supervision or management style?

7. How would you describe the candidate’s interpersonal skills? How did he or she get along with her co-workers?

8. How would you describe the candidate’s punctuality and reliability?

9. If you were going to provide advice on how to best guide or manage this person, what would it be? Would you rehire if given the opportunity?

10. Are there any additional comments you would like to make?