

REFERENCE CHECK

Candidate Name:		
Reference Source:		
Questions	Notes	Rating 1-4
What responsibilities did this person have when (s)he worked for your company?		
What are this person's strengths and what areas should they improve as an employee/team member?		
Why did this person leave your organization?		
Is this person someone you would hire again?		

Expected Answers

What responsibilities did this person have when (s)he worked for your company?

Answers should reflect what's written in resume and what was communicated during phone screening

What are this person's strengths and weaknesses as a(n) employee/team member?

Seeking positive traits (hard working, good sense of humor, reliable, responsible, flexible) Seeking to avoid negative traits (mean, pessimistic, difficult to work with, poor work performance)

Why did this person leave?

Any answer is acceptable EXCEPT was fired for cause.

Is this person someone you would hire again?

Seeking a "YES" answer. Preferably an enthusiastic "YES".