STANFORD

UNIVERSITY HUMAN RESOURCES

Reference Checking Form

Explain that you are calling to obtain a professional reference.

Candidate Name: _____

Reference Name: _____

Reference Company Name: _____

Reference Position: _____

Ask the refrence to verify the following:

Company Name		Yes	No
Dates of Employment		Yes	No
Position Held		Yes	No
Salary		Yes	No
Reason for Leaving		Yes	No

1. Please describe the type of work for which the candidate was responsible.

2. How would you describe the candidate's relationships with coworkers, subordinates (if applicable, and with superiors?

3. How would you describe the candidate's attitude towards their work?

4. How would you describe the quality and quantity of the candidate's work?

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

6. 6) What were his/her weaknesses on the job?

7. Did the candidate have any unexcused attendance issues (frequent absences, tardiness, etc)?

8. How did the candidate deal with conflicts?

9. Did the candidate supervise others? If yes: if I spoke to those employees, how do you think they would describe his/her management style?

10. This individual has applied for the position as a _____ with our company. Would you recommend him/her for this position? Why or why not?

11. Is there anything else I need to know about this candidate as they are being considered for this position?

12. What is your overall assessment of the candidate?

13. Would this individual be eligible for rehire? Why or why not?

"I appreciate you taking the time to share your perceptions about_____.
Thank you and goodbye."