



Candidate Reference Check

Candidate Name:

Method of obtaining reference: Email Phone

Job for which candidate is being considered:

Contact (Reference) Information

Name:

Title:

Organization:

Telephone Number:

Email:

Items Requiring Verification

Relationship to Candidate:

Position Held:

Dates of Employment:

Ending Salary:

Reason(s) for Leaving:

Please describe the candidate's strengths.

Please describe any significant accomplishments on the job.

In what areas would you recommend professional development for this candidate?

How did or would you rate the candidate's performance? If you were in a position to hire/rehire the candidate, would you do so? If no, please indicate your reservations.

Is there anything else you would like to add about this candidate?

HR Representative _____, _____, **Date** _____
(Please sign and print your name) (Title)