



## REFERENCE CHECK

Candidate's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone  
Number: \_\_\_\_\_

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1. In what capacity do you know the candidate? And for how long?
2. How would you describe the applicant's work?
3. How would you describe the applicant's style of relating to people?
4. How would you characterize this person's strengths?
5. How would you characterize this person's weaknesses?
6. Describe the applicant's ability to be flexible, learn, and adapt in a changing environment.
7. On a scale of 1 – 5 (1 = Never, 2 = Occasionally, 3 = Usually, 4 = Almost Always, 5 = Always), please evaluate the applicant's performance on the following:  

\_\_\_\_\_ Responds appropriately to the needs of internal and external customers.

\_\_\_\_\_ Works in cooperative and collaborative manner within work unit and across the organization.

\_\_\_\_\_ Treats all people with dignity, civility, and fairness.

\_\_\_\_\_ Strives toward excellence in all tasks and responsibilities.

\_\_\_\_\_ Leads by example in attitude, character, and work ethic.

\_\_\_\_\_ Maintains composure and exercises sound judgment in high-pressure situations.
8. Is there anything else you would like to share about the applicant's work performance or behavior?