



Reference Check | [Position Title]

Candidate Name:

Reference Name:

[Date + Time]

1. In what capacity do you know this candidate, and how long have you known them?
2. Please describe the type of work for which the candidate was responsible.
3. Is the candidate more of an individual contributor, or are they more team-oriented?  
Why do you think so?
4. How would you describe the candidate's overall performance?
5. Describe candidate's interaction with supervisors, subordinates, peers and people outside the organization.
6. How would you describe the quantity and quality of output generated by the candidate?
7. If you had the opportunity, would you work with and or/hire this candidate again?