Reference Check for New Employees

Name of Candidate _____________________________      Date ______________________

Name of Reference _____________________________      Phone # ______________________

Name of Business (if business reference) _____________________________

Questions:

• How do you know the candidate?  ___________________________________________

• Is this person reliable and does he/she have a good work ethic? ___________________

• How closely did you work with this candidate? _________________________________

• Are you willing or able to offer any indication of how well he/she performed the duties of their position?  _____________________________________________

• Why did he/she leave?    __________________________________________________

• Would you rehire him/her? ________________________________________________

• Additional Comments:   ___________________________________________________

Person completing this reference check __________________________________________

Person verifying this reference check ___________________________________________