**REFERENCE CHECK FORM**

**Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reference Check conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **NATURE & LENGTH OF RELATIONSHIP** | |
| **[Reference Name #1]**  Title  Company | [How long have they worked with the candidate? From which organization do they know the candidate? Who reported to whom?] |
| **[Reference Name #2]**  Title  Company |  |

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| **STRENGTHS** | |
| **[Reference Name #1]** | [How would they describe the key strengths of the candidate?] |
| **[Reference Name #2]** |  |

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| **AREAS FOR IMPROVEMENT** | |
| **[Reference Name #1]** | [Are there any skills the candidate could improve on in order to be successful in this role?] |
| **[Reference Name #2]** |  |

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| **SIGNIFICANT ACCOMPLISHMENT** | |
| **[Reference Name #1]** | [What would they describe as the candidate’s most significant accomplishment while working together?] |
| **[Reference Name #2]** |  |

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| **LEADERSHIP STYLE** | |
| **[Reference Name #1]** | [How would they describe the leadership style of the candidate?] |
| **[Reference Name #2]** |  |

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| **RELATIONSHIP SKILLS** | |
| **[Reference Name #1]** | [How would they describe the interpersonal skills and ability to build relationships of the candidate?] |
| **[Reference Name #2]** |  |

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| **COMMUNICATION SKILLS** | |
| **[Reference Name #1]** | [How would they describe the communication skills and style of the candidate?] |
| **[Reference Name #2]** |  |

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| **WORK HABITS** | |
| **[Reference Name #1]** | [How would they describe the work ethic and working style of the candidate?] |
| **[Reference Name #2]** |  |

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| **PERSONAL HABITS** | |
| **[Reference Name #1]** | [Is there anything in the candidate’s background, that you are aware of, that would hinder them from doing an excellent job in the role? Or is there anything that, if it came to light, would be a source of embarrassment to either them or the organization?] |
| **[Reference Name #2]** |  |

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| **OTHER COMMENTS** | |
| **[Reference Name #1]** |  |
| **[Reference Name #2]** |  |