Sample Reference Checks

Candidate’s Name____________________________________ Date____________________

Reference’s Name______________________________________________________________

Relationship to Candidate_______________________________________________________

Person(s) Conducting Reference Check____________________________________________

1. This is ________from MSU-Northern. ______________has applied for employment as __________with us. (Describe the major duties and responsibilities of the job)

2. Please describe the nature of your working relationship with ____________, (i.e., supervisor, coworker, etc.)

3. What were/are __________duties and responsibilities? How would you describe his/her work performance?

4. Please describe __________principle job strengths?

5. In what area(s) would you like (have liked) to see______improve? Why?

6. Describe ________________working relations with co-workers? The public? Supervisors? Were there any particular work-related problems?

7. What was the reason for leaving? Would you rehire?

8. Is there anything else you would like to tell me regarding his/her work performance?