



Serving the Visitors to America's
National Parks and Other Public Trusts

Personal Reference Check Form

Candidate Name:	Date:
Reference Name:	
1. Explain that the applicant has listed the person as a reference.	
2. Explain the job for which the applicant is being considered.	
3. Ask for five minutes of time.	
4. How do you know the candidate ?	
5. Greatest strengths of candidate :	
6. Greatest weaknesses of candidate:	
7. Questions related to the specific job:	
8. Why would you recommend?	
9. Anything else that you can tell me about the candidate that would help us in our decision?	

