



Professional 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. Verify : Dates of Employment		Position Held	
Reason for Leaving	Salary	Eligible for Rehire <input type="checkbox"/> Yes <input type="checkbox"/> No	
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 you can tell me about the candidate that would help us in our decision?			