



Candidate name:

Position Applying for

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Referral Name & Position

Email Address & Contact No.

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## MESSAGE

I am conducting a reference check for \_\_\_\_\_ who is being considered for a position in our organisation. Your details have been provided to me and I would first like to check if you are prepared to provide a reference?

We would appreciate your feedback on the following questions.

1. Where and when did you work with the candidate? (employer name, business section, date range etc.)

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2. How long have you known the candidate and what was your working relationship with him/her? (Manager, supervisor, team leader etc.)

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3. How would you describe the individual's work performance in your company? What were his/her accomplishments? (Optional: From a scale of 1 to 10 with 10 is the highest, how would you rate his/her work performance?)

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4. What do you think are the candidate's greatest strengths at work?

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5. How would you describe his/her attitude at work? How did he/she respond to stress or tight deadlines?

6. What are the areas that the candidate could improve in the most? If he/she had any weaknesses at work, do you think the candidate could overcome them within the first 90 days?

7. Did the candidate receive any promotions while at your company? If not, do you think he/she could take on a more senior position? Why or why not?

8. Were there any issues during the candidate's stay in your company? (performance, policies, attendance, tardiness)

9. What was the reason for the candidate's departure from your company?

10. If you were given the authority, would you rehire him/her? Why and why not?

Thank you for taking the time to provide feedback.

