

REFERENCE CHECK FORM

Candidate Name:	Reference Check Conducted By (Your Name):
Date of Contact:	Left Message <input type="checkbox"/> Call Back <input type="checkbox"/> Other <input type="checkbox"/>
Reference Provided By Name:	Name of Company:
Title:	Contact Telephone Number:

Hello. This is (YOUR NAME) from SUNY Geneseo. I am calling in regards to (CANDIDATE'S NAME). They are being considered for the position of (POSITION) at the College and have listed you as someone who would be able to provide a reference.

1. Are you able to provide a reference for (CANDIDATE NAME)? Do you have time to answer a few questions? (*If they do not have time, ask when a better time would be)
2. How do you know the candidate (eg: were you there supervisor, co-worker, friend etc.)?
3. How long have you known the candidate?
4. Can you identify major strengths in their performance of work duties?

5. Can you identify areas where they may need professional improvement?

6. How would you describe the candidate's relationship with peers/colleagues?

7. Would you recommend this candidate for re-hire for a similar position in your organization?

8. Do you have any additional comments regarding the candidate?

Thank you for taking the time to speak with me today.