



Reference Check Form

Applicant Name: _____ Position applying for: _____

Name of Reference contacted: _____ Title of Reference: _____

Working relationship of Reference to Applicant: _____

Name of Company Reference works for: _____

Hiring Managers: First, introduce yourself to the Reference and indicate that you work for Wittenberg. Let them know that you're on the Search Committee for the vacant position (list position). Explain that the applicant (give applicant's name) has listed them as a reference. Ask if they have time to answer some questions or if they would prefer to schedule a more convenient time.

1. What were the candidate's dates of employment with your company?
2. What was the candidate's job title?
3. What were the primary responsibilities of the candidate?
4. How would you describe the quality of the candidate's work?
5. How well did the candidate respond to pressure (e.g., from high volume, deadlines, multiple tasks, public contact)?
6. How well did the candidate plan and organize their work, and were assignments completed in a timely fashion?
7. Did the candidate require a manager to regularly assign tasks or did the candidate seek out work on their own?

8. How well did the candidate get along with other people (e.g., clients, co-workers, supervisors)?
9. How did the candidate respond to criticism/conflict?
10. What areas of performance did the candidate need to improve on?
11. How did the candidate deal with difficult co-workers or customers?
12. How well does the candidate work as part of a team?
13. Is the candidate generally willing to consider the opinions and recommendations of others?
14. What was the reason for termination? Would you rehire him/her at the same level? If no, why not?

15. OPTIONAL: SPECIFIC SKILLS/EXPERIENCE

You may also wish to develop questions that cover areas specific to the job you're recruiting for.

- Technical knowledge or skills applicable to this type of work
- Experience in the applicable professional field
- Clerical skills/experience
- Lead/supervisory experience
- Budget/bookkeeping
- Fiscal management
- Computer applications (software, hardware, operating systems, etc.)
- Program/project development
- Writing

Wrap up by asking if we may share this reference with the employee and thank them for their time.

Your Name: _____

Date Reference checked: _____