

Reference Check Form

Date Conducted:	
Name of applicant:	
Position applied for at MC:	
Company Name / Position:	
Name of Reference:	
Title:	
Phone:	
Email:	
Relationship to Candidate:	
Dates of Employment:	
Reference compiled by:	

- What did the job entail?

- How would you rate overall performance and knowledge of the field?

- How would you rate his/her interpersonal skills?

- How does s/he work under pressure and handle multiple complex tasks?

- How would you rate his/her ability to learn and grasp new situations?

- How would you rate his/her dependability/punctuality?

- Strengths

- Weaknesses

- Reason for leaving?
- Would you rehire?
- Additional remarks: