

Reference Check for New Employees

Name of Candidate _____ Date _____

Name of Reference _____ Phone # _____

Name of Business (if business reference) _____

Questions:

- How do you know the candidate? _____

- Is this person reliable and does he/she have a good work ethic? _____

- How closely did you work with this candidate? _____

- Are you willing or able to offer any indication of how well he/she performed the duties of their position?

- Why did he/she leave? _____

- Would you rehire him/her? _____

- Additional Comments: _____

Person completing this reference check _____

Person verifying this reference check _____