**Reference Check Question Template**

Reference Check for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Conducting Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Spoken With: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How long have you known the candidate?
2. In what capacity did you work with this person?
3. This person will be (*briefly describe the main job responsibilities*) and working with a diverse group of people. Do you think the candidate is qualified to assume these responsibilities? Why or why not?
4. What are the candidate’s strongest qualities?
5. Is the candidate reliable both in their attendance and in meeting work responsibilities?
6. Would you rehire this candidate?
7. Is there anything I haven’t asked that you would like to share with me?