Reference Check Form

Job #

Candidate’s Name: 

Title: 

Company Contacted: 

Person Contacted: 

Phone: 

Date: 

Introduce yourself and inform the reference contact that the applicant has applied for the _____ position with NCAR|UCAR. Do you have a few minutes to talk to me about _____?

1. What is your relationship to the candidate and how long have you known them?
2. What were the job duties and responsibilities of the position that this candidate held?
3. How would you describe the candidate’s overall work performance?
4. What are some of the candidate’s strengths? What key accomplishments or impact did the candidate have on the organization?
5. What area of development could the candidate focus on?
6. In stressful situations, describe how the candidate reacted.
7. Did the candidate mainly work independently or with a group of people?
8. How do you think the candidate’s skills and experience will match with this position?
9. Would you hire/work with this candidate again?
10. Is there anything else that you can tell me that would be helpful to us in making our decision?

References completed by: ________________ Date: ________________