



Reference Check

Candidate Name:

DATE:

REFERENCE (Name and Title):

Person conducting Reference Check:

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1. How long have you known the candidate and in what capacity?

 2. Can you describe the strengths or quality of work the candidate did for your organization?

 3. What are the candidate's areas of professional growth for this position?

 4. Are you aware of any history of disciplinary actions, investigations or contract non-renewal conversations?

 5. If given the opportunity would you rehire this candidate?