Reference Check

Candidate Name: **DATE:**

REFERENCE (Name and Title):

Person conducting Reference Check:

---

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?**