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## Professional Reference Check

**Candidate Name:** \_\_\_\_\_ **Requisition Number:** \_\_\_\_\_  
**Position Title:** \_\_\_\_\_  
**Reference Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
**Hiring Manager:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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1. How long have you known \_\_\_\_\_ ?
2. How would you describe \_\_\_\_\_ 's work style?
3. What would you say motivates them?
4. What would their critics say about them?
5. How would you describe their ability to self-manage priorities?
6. How does \_\_\_\_\_ respond when faced with conflict or an opposing view?
7. Did this individual have any issues with punctuality or attendance?
8. Is there anything that you wish to add about \_\_\_\_\_ ?
9. Would you rehire \_\_\_\_\_ if you were in a position to do so?