

Professional Reference Check

Candidate Name: _____ Requisition Number: _____
Position Title: _____
Reference Name: _____ Relationship: _____
Hiring Manager: _____ Title: _____
Completed By: _____ Date: _____

1. How long have you known _____, and in what context?
2. How would you describe _____'s interactions with *peers* and *subordinate* staff?
3. How would you characterize them as a leader? What would their critics say about them?
4. What would you say motivates them?
5. How would you describe their work style?
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 _____ that I have not asked you?
9. Would you rehire _____ if you were in a position to do so?