Reference Check for: Reference:

Date:

1. What is your relationship to the candidate?
2. How long have you worked with the candidate?
3. What were some of the candidate’s responsibilities?
4. What three words describe the candidate?
5. What are the candidate’s three greatest strengths?
6. What are some areas the candidate can improve in most?
7. Does the candidate have good listening and communication skills?
8. Usually explain the position then ask: Do you think the candidate is a good fit?
9. Would you rehire the candidate?