

Candidate Reference Check

Candidate Name:	Method of obtaining reference: [] Email	[] Phone
Job for which candidate is being considered:		
Contact (Reference) Information		
Name:		
Title:		
Organization:		
Telephone Number:		
Email:		
Items Requiring Verification		
Relationship to Candidate:		
Position Held:		
Dates of Employment:		
Ending Salary:		
Reason(s) for Leaving:		
Please describe the candidate's strengths.		
Please describe any significant accomplishments on the job.		
In what areas would you recommend professional development for this car	ndidate?	
How did or would you rate the candidate's performance? If you were in a no, please indicate your reservations.	position to hire/rehire the candidate, would you	do so? If
Is there anything else you would like to add about this candidate?		
HR Representative	, Date	
(Please sign and print your name) (Title)	