

Sample Reference Check Form

DATE	
CANDIDATE FIRST NAME	
CANDIDATE LAST NAME	
POSITION APPLIED FOR	
REFEREE'S NAME & POSITION	
REFEREE'S CONTACT INFORMATION	

	✓
How long have you known the candidate?	
What was your relationship with the candidate?	
Describe your overall impression of the candidate?	
Tell me about their interpersonal skills. How did they get along with others in the office?	
How were they at developing and maintaining relationships with the Board? Parents? Athletes?	
Describe their communication skills, both verbal and written.	
How are they at listening to others and taking different viewpoints into consideration?	
Tell me about their organizational skills and ability to multi-task and establish priorities.	
Are they able to meet deadlines or do they require follow up?	
Describe their attendance habits and commitment to the job.	
How would you describe their attention to detail?	
How many direct reports did they supervise? Describe their management style?	

	✓
Did they make good hiring decisions? Can you comment on their ability to discipline or terminate staff when required?	
How do they develop and motivate a team?	
What do you think personally motivates them?	
Describe their overall skills in ... (cover the skills required specific to the position as outlined in the job description).	
Describe their approach to decision making.	
Have you ever had a chance to see how they react under stress and pressure? What sort of behaviours did they demonstrate?	
Describe a situation of conflict and how they handled it.	
Describe their personality and temperament.	
Summarize their main strengths.	
What are their weaknesses?	
Why did they leave their position with your organization?	
Would you rehire or work with this individual again?	
Is there anything you'd like to add that we haven't touched on concerning their suitability to this position?	

THANK THE REFEREE FOR THEIR TIME.