Date:(Insert date here)

Reference Check for: (Insert Candidate’s name here)   
Position Applied for: (Insert position title here)   
Referee’s Name: (Insert referee’s name here)   
Title and Company: (Insert Referee’s position title and company here)   
Phone: (Insert Contact number here)   
Candidate’s role at this company: (Insert role candidate held here)   
Dates candidate was employed: (Insert date of employment here)

## Questions for Referee

### Effectiveness in role

* “How effective was (insert the candidate name here) in the performance of their role?
* “Why do you say that?”
* “How was their performance measured?”

### Strengths

* “What do you think (insert the candidate name here) strengths are?
* “Why do you say that?”

### Technical Competence

* “How would you describe (insert the candidate name here)’s level of technical skills and knowledge?
* Ask any questions that you have specific to the position

### Deals with pressure

* “How well do you think (insert the candidate name here) deals with pressure?
* “Can you give me some examples of times when (insert the candidate name here) was under a lot of pressure?”

### Supervisory skill and style

* “Did (insert the candidate name here) supervise anyone in their position?”
* If yes, “Can you tell me about (insert the candidate name here)’s supervisory skills and style?

### Areas of improvement needed

* “Based on your experience of (insert the candidate name here) what areas did you note as needing further development?

### Interaction with all levels of management and staff

* “How does (insert the candidate name here) interact with different levels of management and other employees in the company?”

### Reason for leaving

* “Why did (insert the candidate name here) leave your company?”

### Honesty and integrity

* “Are company values important to (insert the candidate name here)?”

### Management Style

* “What is the best way to manage (insert the candidate name here)?”   
  i.e. Micro-managed, given clear objectives, given some autonomy etc.

### Rehire

* “Would you rehire (insert the candidate name here)?

### Other

* “Are there any other comments you would like to add?”

#### Points to Follow Up in Next Reference

#### Points to follow up with candidate