

Reference Check

Candidate's name:

Date:

Completed by:

Reference's name:

Current Company:

Job Title:

Phone:

Email:

What was/is your working relationship with this person?

Did you hire him/her and how long have you known them in total?

How long did you work together?

What responsibilities did he/she have when he/she worked for you?

How would you rate their job performance?

What do you think are his/her greatest strengths?

Reference Check

In what areas could this person use improvement?

If you were me, would you hire him/her? Why?

What is his/her leadership style?

How would you describe the candidate's commitment to their faith and to the Church? Can he/she communicate that faith to others?

How is he/she at working with diverse groups – ages, social backgrounds, etc.?

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Rate and comment on the following (on a scale of 1 to 10, 10 being excellent):

Problem Solving:

Reliability:

Personality:

Communications:

Compatibility with peers:

Integrity: