

REFERENCE CHECK QUESTIONNAIRE A3 HR CONSULTING

DATE: _____

APPLICANT NAME: _____

POSITION: _____

REFERENCE GIVEN BY: _____

TITLE: _____

ORGANIZATION/CO: _____

PHONE #: _____

1. How long have you known the applicant and in what capacity?

2. Tell me about him/her

3. What does the applicant know about

A. _____ B. _____ C. _____

(List the three most essential job functions, skills needed, etc for the position)

4. What was the applicant's clearest accomplishment?

5. What do we need to know about the applicant to be a good supervisor to him/he

6. One word or phrase that describes his/her work style?

7. What was the circumstance around their leaving your organization?

8. What should I have asked you that I did not think to ask?