



## Reference Check

**Note: Return all reference check notes and information obtained to the Human Resources Office as part of the interview packet.**

<b>Date of Reference Check:</b>	
<b>Name of Manager (conducting the reference checks):</b>	
<b>Applicant's Name:</b>	<b>Req Number:</b>
<b>Position Title:</b>	
<b>Reference Name:</b>	<b>Phone #:</b>
<b>Relationship of Reference to Candidate:</b>	<input type="checkbox"/> <b>Professional</b> (preferred) <input type="checkbox"/> <b>Personal</b>

1. How long have you known this individual?
2. What do you think are their strengths and weaknesses?
3. How would you describe their interpersonal skills (i.e. positive, enthusiastic, energetic, etc.)? How do they function in a team environment?
4. How do they respond to constructive criticism and resolving interpersonal conflict?
5. How would you describe their honesty and integrity?
6. How do they react to change?



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7. How would you describe their critical thinking? Do they ask questions if they doesn't understand?
  
8. Have you had an opportunity to observe them learning something new (task, project, organization)? If so, what was their approach? Would you consider them a quick learner?
  
9. Would you rehire them?

**Additional comments:**