

Reference Check Form – Management Position

Department of
Human Resources

Please Note: Before contacting a candidate's references, managers are encouraged to take steps to verify the legitimacy of the referee's working relationship to the candidate. This can be done by searching for the individual on LinkedIn or their company website, or by confirming if the contact information provided is a company email or phone number.

Part 1: CANDIDATE INFORMATION

Candidate name:

Position applied for:

Part 2: REFERENCE INFORMATION

Reference name:

Reference title:

Date of reference:

Part 3: POSITION INFORMATION

Consider providing the candidate's references with a brief overview of the role to allow them to understand the position the candidate is being considered for.

- Provides strategic leadership to ____ department
- Manages a team of ____ employees.
- Main responsibilities will include ____.

Part 4: REFERENCE CHECK QUESTIONS

1. Please describe your relationship to the candidate, including whether the candidate reported directly or indirectly to you, and the main responsibilities the candidate performed.
2. On a scale of poor, satisfactory, good, or excellent, please rate the candidate's skills on the following competencies:

Competency	Poor	Satisfactory	Good	Excellent	N/A
Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication (written & verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please describe how the candidate led and motivated their team.
4. How does the candidate respond to situations where they do not agree with a decision from senior leadership?
5. Describe the candidate's ability to make sound and timely decisions.
6. Please describe how the candidate has incorporated the practices of equity, diversity and inclusion into their work.
7. What areas could the candidate improve upon?
8. Was the candidate the subject of any disciplinary action or legal proceedings?
If yes, please briefly describe the circumstances and the outcome.
9. Would you rehire this person? If no, why not?
10. Is there anything else you would like to add?

Print Name

Date