

## Reference Check Form – Non-management Position

*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.

- *Main responsibilities will include \_\_\_\_.*
- *Directs the work of \_\_\_\_ student employees.*

### **Part 4: REFERENCE CHECK QUESTIONS**

1. Please describe your relationship to the candidate and the main responsibilities the candidate had while working for you.
2. On a scale of poor, satisfactory, good, or excellent, please rate the candidate's skills on the following competencies:

<b>Competency</b>	<b>Poor</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Excellent</b>	<b>N/A</b>
Ability to learn new tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality/Attendance	<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"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication	<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"/>
Time management & organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adaptability to change	<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. How does the candidate respond to constructive feedback?
  
4. Describe the candidate's ability to make sound and timely decisions.
  
5. Please describe how the candidate contributes to creating and upholding a welcoming and inclusive work environment.
  
6. What areas could the candidate improve upon?
  
7. Was the candidate the subject of any disciplinary action or legal proceedings? If yes, please briefly describe the circumstances and the outcome.
  
8. Would you rehire this person? If no, why not?
  
9. Is there anything else you would like to add?

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**Print Name**

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**Date**