Candidate reference check

Questions marked * are required.

Completed by _____ Date _____

1 About you

> Five minutes of your time, and your answers stay with the hiring team.

1. **Your name ***

2. **Your email ***

3. **Your job title**

4. **Your company ***

5. **Candidate's name ***

6. **How did you work together? ***

Tick one.

- ◯ I was their manager
- ◯ I was their direct report
- ◯ We were teammates
- ◯ I was their client
- ◯ Other

7. **Their role while you worked together**

8. **When did you work together?**

9. How would you rate them? *

Tick one in each row.

	Below expectations	Meets expectations	Above expectations	Outstanding
Reliability	○	○	○	○
Teamwork	○	○	○	○
Communication	○	○	○	○
Quality of work	○	○	○	○

10. Would you hire or work with them again? *

Tick one.

○ Yes ○ With reservations ○ No

If you chose "With reservations" or "No" in question 10.

11. Could you tell us a little more?

Context helps us read the rest of your answers fairly.

12. What are their strengths? *

Where do they do their best work?

13. Where could they develop?

Skills or habits they were still working on...

14. Anything else we should know?

Anything you'd want to know if you were hiring.

Thank you

We appreciate you taking the time. References like yours make a real difference.