

Reference Check Form

This form is required to be completed by HR, the Hiring Manager, or designee, when considering a candidate for any position within HHS. The reference must be the candidate's current immediate supervisor.

Candidate Name:

Position & Area of HHS Candidate is Applying for:

Name of Person Conducting Reference:

Position/Title:

Date:

Reference Name:

Phone #:

Position/Title:

Department:

Share the title and brief summary of the job description the candidate is under consideration for.

1. What was the candidates primary work responsibilities?

2. How would you describe the candidate's working relationships and interactions with co-workers, peers, or customers/clients? (Both verbal and written communication)

3. How would you describe the candidate's working relationships and interactions with management/leadership? (Both verbal and written communication)

4. What is one of this candidate's accomplishments that stands out from when you worked with them?

5. How would you describe the candidate's quality of work/work product?

Candidate Name:

Reference Name:

6. Can you share your observations on their time management, multi-tasking, and prioritization skills?

7. Was the candidate in a lot of high pressure or stressful work situations? If so, how did they handle these?

8. What would you say are the candidate's major strengths? Areas of growth?

9. Did they bring any changes, positive or negative, to how or what work gets done or to the workplace culture?

10. If given the opportunity, would you re-hire this candidate?

11. If the candidate is selected for the position, what would be a good transition or start date?

Notes/Comments:

Thank the reference for spending time to support our evaluation process!