

PRE-EMPLOYMENT REFERENCE CHECK

Candidate:	Date: Click or tap to enter a date.
For Position of:	Reference Checked By:

Reference:

Name:	Company:
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1. How do you know the candidate? What is your working relationship (supervisor, co-worker, etc)?

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2. How has this person furthered their development? (ex. committees, extra responsibilities, etc.)

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3. Is this person punctual and demonstrates a commitment to shifts? ☐ Yes ☐ No

Please explain:

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Scoring – Put in your scoring tool

Total

/

4. Are their job responsibilities being completed consistently and deadlines being met?

Please explain:

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Scoring

Total

0 -

/

5. Does this person work well as a member of a team? ☐ Yes ☐ No

Please explain:	
Scoring	Total
	/

6. In their interview, they described a situation regarding core competencies. Could you tell us about it? *(use this form for all examples/validators)*

Competency:	Choose an item.
Validator:	
Competency:	Choose an item.
Validator:	
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Validator:	
Competency:	Choose an item.
Validator:	

7. What are the top 3 areas they excel in?

8. What are the top 3 areas they need to grow in?

9. Would you recommend them for this position? ☐ Yes ☐ No

Please explain:

Scoring	Total
	/

Any other comments or things that we haven't covered that you would like to share?

Thank you for your time!