

## Reference Check List

Name:

Position:

Date:

1. Can you confirm (candidate name) role and dates of employment?
2. What were their main duties and responsibilities?
3. How would you describe their overall job performance?
4. Can you tell me their strengths?
5. Were there any areas they could have improved upon?
6. How did they work with their colleagues?
7. Were they dependable and punctual?
8. What was their reason for leaving your company?
9. Would you rehire them?
10. Would you recommend them for this role?

