**REFERENCE CHECK FORM**

**Candidate's Name :**

**Designation interviewed for :**

* Reference Name:

Company Name:

Company Address:

Company Contact Number :

Dates of Employment :

* Questions:

1. Please describe your reporting relationship with the candidate? If none, in what capacity

did you observe the candidate's work?

1. Reason for Leaving:
2. Please describe the key responsibilities of the candidate in his/her most recent position.
3. Tell us about the candidate's important contributions
4. Describe the candidate's relationships with his/her coworkers, reporting staff (if

applicable), and supervisors.

1. Talk about the attitude and outlook the candidate brought to the workplace.
2. How many reporting staff did the candidate manage? Their roles? (if applicable)