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**Reference Questionnaire**

| **Candidate Name:** |  |
| --- | --- |
| **Position Applied For:** |  |
| **Reference Verified by:** |  |
| **Date Reference Contacted:** |  |
| **Reference Name:** |  |
| **Relationship to Candidate:** |  |
| **Company:** |  |

1. How do you know the candidate?
2. Did you have the opportunity to observe the candidate in any of their positions?
3. What do you consider the candidate’s strengths to be?
4. In what area does the candidate need additional development?
5. Please describe their work ethic.
6. Why did they leave (or is interested in leaving) your organization?
7. Would you re-employ or work with them if you had the opportunity?
8. Is there any additional information you believe we should have when considering them for employment?