# **Reference Check Template**

**Candidate Name: Position Hiring for:**

**Reference Name: Reference Clinic/Company:**

**Date:**

1. **How long did the candidate work at your organization?**
2. **What was your relationship to the candidate? How long did you work with him or her?**
3. **Can you describe what his or her main responsibilities were?**
4. **What were the candidate’s main strengths?**
5. **What would you identify as an area for improvement?**
6. **How did the person interact and work with others? Team members, patients/customers, etc.**
7. **How does the person deal with difficult people?**
8. **How does the person function in a fast paced or relaxed environment?**
9. **Can you comment on the following?**

* Organization and time management skills:
* Attention to detail:
* Ability to multi-task:
* Punctuality/Absenteeism:
* Professionalism:
* Initiative:
* Communication skills:
* Comfort level with computers/technology

1. **Based on the role I am hiring for, do you think this person would be suitable?**
2. **Would you rehire this person? If not, why?**
3. **Do you have anything else you’d like to add?**