

Reference Verification Form

Candidate Information

Full Name

Position Applied For

Department

Reference Information

Reference Name

Relationship to Candidate

Company & Position

Contact Number

Email

Reference Check Questions

1. How long have you known the candidate?

2. In what capacity did you work with the candidate?

3. Please describe the candidate's main responsibilities.

4. How would you describe the candidate's work performance?

5. What are the candidate's strengths?

6. What are the areas for improvement?

7. Would you rehire or recommend the candidate?

8. Additional comments

Date

HR Representative (Name & Signature)
