

# Professional Reference Check Questionnaire

## Reference Information

**Reference Name**

**Reference Title/Position**

**Company/Organization**

**Relationship to Candidate**

**Contact Information**

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## Candidate Information

**Candidate Name**

**Position Applied For**

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## Questionnaire

**1. How long have you known the candidate?**

**2. What are the candidate's primary strengths?**

**3. What areas might the candidate need improvement?**

**4. Please describe the candidate's job performance in their role.**

5. How would you rate the candidate’s professionalism and attitude?

6. How does the candidate work with others and handle feedback?

7. Is the candidate reliable and punctual?

8. Would you rehire or work again with this candidate?

9. Is there anything else you would like to share regarding this candidate?

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Date