

Structured Reference Interview Template

Candidate Information

Candidate Name

Position Applied For

Reference Name

Relationship to Candidate

Company/Organization

Dates Worked Together

Reference Contact (Email/Phone)

Interview Date

Reference Questions

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

2. What were the candidate's primary responsibilities?

3. What are the candidate's key strengths?

4. What areas could the candidate improve?

5. How did the candidate handle deadlines and pressure?

6. How would you describe the candidate's teamwork and collaboration skills?

7. Can you speak to the candidate's reliability and integrity?

8. Would you rehire the candidate? Why or why not?

9. Is there anything else you'd like to share about the candidate?

Interviewer Notes