

SECC Reference Check Form

Candidate Information

Candidate Name:

Position Applied For:

Department/Location:

Reference Name:

Title/Organization:

Phone:

Email:

Date of Reference Check:

Conducted By:

Questions

1. What is your relationship to the candidate, and how long have you known them?
2. In what setting did you work with the candidate?
3. What were the candidate's primary responsibilities?
4. What would you describe as the candidate's greatest strengths?
5. In what areas did the candidate need growth, coaching, or support?
6. How would you describe the candidate's reliability, dependability, and follow through?
7. How would you describe the candidate's working relationships with others?
8. How would you describe the candidate's communication style and professionalism?

9. How did the candidate respond to feedback or constructive suggestions?
10. How would you describe the candidate's flexibility and ability to adapt to change?
11. Is there anything that would cause concern in considering this person for this role?
12. Would you rehire or recommend this person for employment? Why or why not?
13. Is there anything else we should know as we consider this candidate?

Overall Reference Summary

Use this space to summarize the reference's overall feedback, including their recommendation.

Reference Check Guidance for Interviewer

- Introduce yourself and explain the purpose of the call.
- Confirm that the reference is comfortable speaking about the candidate's prior work.
- Keep notes factual, job-related, and professional.
- Do not ask about protected personal information such as age, medical history, disability, marital status, family situation, national origin, or other non-job-related matters.
- If a reference declines to answer a question, note that and continue.
- Include additional job-specific questions as appropriate for the position.