**Personal Reference Check -**

Candidate Name:

Reference Name:

Company:

Title:

Date:

Phone:

1. ***How long have you known the candidate?***
2. ***What is/was your relationship w/candidate?***
3. ***How would you describe the candidate’s reliability and dependability?***
4. ***What are the candidate’s strengths?***
5. ***What are the candidate’s areas of improvement?***
6. ***How does the candidate react in stressful situations?***
7. ***How would you describe the candidate’s overall communications skills?***
8. ***How would you describe the candidate’s overall professional appearance?***
9. ***Would you recommend this candidate?***
10. ***Any additional comments that you feel might be helpful to us?***