**Professional Reference Check -**

Candidate Name:

Reference Name:

Company:

Title:

Date:

Phone:

1. ***When did you work with him/her? Dates of employment?***
2. ***What is/was your relationship w/him/her?***
3. ***What were his/her job responsibilities?***
4. ***How would you rate his/her work performance on a scale of 1-10 (1 being lowest score, 10 being the highest)?***
5. ***What were his/her strengths?***
6. ***Any areas of improvement?***
7. ***How did he/she interact with others within the environment?***
8. ***How would you describe his/her overall communications skills?***
9. ***How would you describe his/her overall professional appearance?***
10. ***How was his/her work attendance? Any issues?***
11. ***Why did he/she leave?***
12. ***Would you rehire him/her?***
13. ***Any additional comments that you feel might be helpful to us?***