**External Reference Check**

**Candidate Name**: Click or tap here to enter text. **Position in Consideration**: Click or tap here to enter text.

**Reference Name**: Click or tap here to enter text. **Company/Contact Info**: Click or tap here to enter text.

1. What is the nature of your relationship with this Candidate? (Probe for Professional/Academic/Personal knowledge; length of relationship; and still in contact)
2. Can you describe the key duties and responsibilities of the position this candidate had with your organization?
3. Can you comment in regard to this candidates performance in: (1=Poor, 3=Average, 5=Excellent)

|  |
| --- |
| 1  2  3  4  5 |
| 1  2  3  4  5 |
| 1  2  3  4  5 |
| 1  2  3  4  5 |

1. What area of responsibility did the candidate excel in?
2. What area of responsibility did the candidate have the most room to grow in?
3. Would you rehire this candidate if you had the opportunity?
4. Would you recommend this candidate for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position?
5. Is there anyone else you can think of that I could contact as a reference for this candidate?

Any additional comments as we consider this candidate for a position:

Reference Checked By:

Date: