

## Reference Check

*Candidate's name:*

*Date:*

Completed by:

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*Reference's name:*

*Current Company:*

*Job Title:*

*Phone:*

*Email:*

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**What was/is your working relationship with this person?**

**Did you hire him/her and how long have you known them in total?**

**How long did you work together?**

**What responsibilities did he/she have when he/she worked for you?**

**How would you rate their job performance?**

**What do you think are his/her greatest strengths?**

## Reference Check

**In what areas could this person use improvement?**

**If you were me, would you hire him/her? Why?**

**What is his/her leadership style?**

**How would you describe the candidate's commitment to their faith and to the Church? Can he/she communicate that faith to others?**

**How is he/she at working with diverse groups – ages, social backgrounds, etc.?**

## Reference Check

**Rate and comment on the following (on a scale of 1 to 10, 10 being excellent):**

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*Problem Solving:*

*Reliability:*

*Personality:*

*Communications:*

*Compatibility with peers:*

*Integrity:*