

SAMPLE COMPANY
REFERENCE CHECK FORM – MANAGEMENT POSITION

Name of Candidate: _____

Position Applied for: _____

Name: _____ **Date:** _____

Title: _____ **Company:** _____

Job Title, Responsibilities, and Hire Date:

Strategic Planning Skills:

Quality and Quantity of Work:

Co-worker/Team/Third Party Vendor Relationships:

Leadership Skills:

Organizational/Time Management Skills:

Problem Solving and Decision Making Skills:

Motivations / Frustrations:

Strengths / Weaknesses:

Would you re-hire? Yes No

Additional Comments: