

## Sample Reference Check Form

1. How long have you known (name) and what was the nature of your relationship?
  
2. What was the nature of the position that (name) held and can you describe the duties of the position?
  
3. What are (name's) strengths?
  
4. How were (name's) working relationships?
  
5. (Describe position here) How do you feel (name) would perform in this type of position? What would see as (name's) biggest challenge in that type of position? What would be her/his most difficult transition issue?
  
6. Would you comment on her/his ability in the following areas?
  - Detail Orientation
  - Communication Skills
  - Customer Service Skills
  - Organization Skills/Multi-tasking
  - Team-orientation
  
7. What would you say would be (name's) 2 or 3 main areas for performance development?