**Reference Check Form**

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| Applicant Name: | Date: |
| Position: | Conducted by: |
| Reference Name: | Relationship to applicant: |

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| **Question**  | **Response** |
| How long did you and applicant work together? |  |
| What do you consider to be applicant’s greatest strengths? |  |
| How would you describe applicant’sapproach to her work? |  |
| How did applicant approach problems/challenges? |  |
| We are considering applicantfor a\_\_\_\_\_\_\_\_ ­­­­role. What value do you believe he will bring to that role? |  |
| What is something that you learned from applicant**?** |  |
| How would you describe applicant’sleadership skills? |  |
| How would you describe applicant’sability to take care of internal clients? |  |
| Have you had an opportunity to observe applicanthandle a difficult situation? How was it handled? |  |
| How would you rate applicant’s­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ knowledge/skills? |  |
| What else should we know about applicant? |  |