

Position Under Recruitment: _____

Reference Interview Conducted by: _____ **Date:** _____

Candidate Name: _____

Name of Reference: _____

Title and Organization of Reference: _____

Association to Candidate: _____

Please provide a brief overview of the position under recruitment (1-3 sentences) so that the reference can share the most pertinent information. Inform the reference that all information collected will be held in strict confidence.

1. Verification of Employment:
 - a. Period of Employment:
 - b. Employment Type (FT/PT/Contract/Co-op/Volunteer):
2. How would you rate the following on a scale of Excellent, Good, Fair, Poor?
 - a. Attendance history:
 - b. Attention to detail and organization:
 - c. Time management and ability to prioritize:
 - d. Communication and active listening skills:
 - e. Level of initiative and personal accountability:
3. Please describe how their technical knowledge and experience are relevant to this role (ex. Google applications, Microsoft Office suite, specialized software, hardware, programming languages, training, etc.)
4. Can you tell me about their ability to problem solve and provide innovative solutions?
Please provide an example.
5. Describe their relationship with peers, supervisors, and clients.

6. Describe their ability to work independently and to make sound decisions.
7. What are their strengths and how were they an asset to your team?
8. What areas do you think may require improvement or further development, if any?
9. How do they manage a high-volume workload and navigate through periods of stress?
Do they feel comfortable delegating tasks and providing growth opportunities to other team members?
10. How do they cope with change, ambiguity, and shifting priorities on a daily basis?
11. How would you describe their supervisory skills and leadership style (if applicable)?
12. What was their reason for leaving your organization? (If currently in role, why are they looking to leave)?
Notes:
13. Would you rehire this individual or choose to work with them again?
Yes No Unsure
14. Do you have anything further to add?