# Candidate Reference Form

**Hiring Manager:**  
**Site or Department:**  
**Position:**  
**Interview Date:**

When making a reference check, the following are some suggested questions to ask former employers or supervisors:

1. What were the dates of employment?
2. What was the basic function of his/her position?
3. How many days in the last year was he/she absent?
4. Would you consider rehiring?

<table>
<thead>
<tr>
<th>Name of Candidate:</th>
<th>References Checked by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/phone number of Reference:</td>
<td>Comments:</td>
</tr>
</tbody>
</table>

Signature of person checking references: ________________________________

*Scan to: HR Analyst assigned to this recruitment*  
*Rev 5/20*