

Allied Health Recruitment & Training Tool Kit

REFERENCE CHECK

Candidate's Name

Reference Check provided by: _____

1. In what capacity did you work with the candidate?
2. When did this candidate work for your organization?
3. What were the duties of this position?
4. How would you rank this person as a manager? (Ask only if appropriate)
5. How strong was this person in building or developing teams?
6. Was the incumbent on time and consistently at work?
7. Why did he/she leave the position?

Interpersonal Skills

In confrontational situations, describe how the candidate reacted. Be specific.

Initiative

Does the candidate require the manager to regularly assign tasks or does the person seek out work on their own?

Thoroughness

How did the candidate progress in his/her position?

Tact

Does the candidate always conduct his/her dealings with others in a tactful manner? Explain.

Closing questions

1. Can you describe the candidate's overall working style?
2. Would you hire this individual again? ____ Yes ____ No Why?

Reference Check conducted by: _____ Date: _____