



## Reference Check Form

<b>Name of Candidate:</b>	
<b>Person Contacted:</b>	
<b>Organization:</b>	
<b>Title:</b>	
<b>Telephone:</b>	

1. What were the dates of candidate's employment with your organization?
2. What was your relationship to the employee, i.e., supervisor, co-worker, etc.
3. What was the nature of the position candidate held?
4. What are your lasting impressions of the employee?
5. How did the candidate interact/work with co-workers?
6. How was the candidate's attendance record (*number of days absent in an average year — the reasons for absenteeism if available*)
7. Were they punctual? ☐ Yes ☐ No
8. How would you describe the candidate's work performance? Compared to other employees in the same position, is the work of this candidate average, above average or below average?



1028, ch. South Bay Road  
Sudbury, ON  
P3E 6J7

t. (705) 674-9252  
info@maisonsudburyhospice.org  
www.maisonsudburyhospice.org



9. What were the candidate's strengths?
10. What were the candidate's areas for improvement?
11. How would you describe the following: *(modify based on the position)*
  - a. Dependability
  - b. Ability to take on responsibility
  - c. Degree of supervision needed
  - d. Overall attitude
  - e. Ability to prioritize
  - f. Problem solving skills
  - g. Initiative
  - h. Planning and organizational abilities
  - i. Analytical skills
  - j. Decision making abilities
  - k. Care to patients/clients
  - l. Care to patients/clients who are dying
  - m. Care to families of patients/clients who have died



1028, ch. South Bay Road  
Sudbury, ON  
P3E 6J7

t. (705) 674-9252  
info@maisonsudburyhospice.org  
www.maisonsudburyhospice.org



12. Have you received any complaints about this person from his/her subordinates or co-workers? If yes, what were they? ☐ Yes ☐ No

13. What were/are the candidate's reasons for leaving your company?

14. Would you rehire this person? Why or why not? ☐ Yes ☐ No

15. Is there anything else of significance that we should know relative to their job performance or work attitude?

Completed By:		Date:	
---------------	--	-------	--