



Quick Reference Check Guide

Name of reference:

Name of candidate:

Date:

Start the Call

- Introduce yourself and your organization.
- Confirm the referee's relationship with the candidate.
- Mention the role the candidate is being considered for.

Key Questions

1. How long have you worked together, and in what capacity?
2. What were the candidate's main responsibilities?
3. What are their strengths and standout qualities?
4. How did they collaborate with you and others?
5. How do they handle pressure, unexpected challenges, and deadlines?
6. Any examples of strong performance or successful projects?
7. Areas for improvement?
8. Would you work with them again?
9. Anything else you'd like to add?

Wrap Up

- Thank the referee and summarize your impression.