CAL MARITIME

CANDIDATE REFERENCE CHECK

Instructions for Reference Checking: It is the responsibility of the search/interview committee to conduct references checks on finalists. Human Resource can also assist with reference checking. References should be work-related in most cases, with at least two being current and/or prior supervisors of the candidate. This form serves as a guide to ensure that each reference is asked the same information. The only permissible divergence from this procedure is when seeking clarification, which may be unique to an individual candidate and/or reference. Responses to questions asked of references must be documented. **Reference checks must be completed and return to HR prior to moving forward with an offer.**

Candidate's Name: _____ Date: _____

Name of Reference: _____Company: _____

Title of Reference:_____ Relationship to Candidate: _____

Typical Questions to Ask:

1. **Describe the candidate's primary responsibilities while at your company.**

2. **Please comment on the candidate's:**

   (a) **Attendance and Punctuality**

   (b) **Communications Skills**

   (c) **Interpersonal Skills**

3. **What were this candidate's greatest strengths?**

4. **What areas needed improvement?**

5. **What was the candidate's supervisory/management style?**

6. **Why did the candidate leave or want to leave your company?**

7. **Would you rehire the candidate?**

_____

Person Conducting Reference Check