



REFERENCE CHECK FOR INTERNAL CANDIDATES

My name is _____. I am with _____. I was given your name by _____, who has given me permission to reach out to you. They have applied for the role of _____. They have stated that you would be willing to be a reference for them.

Do you mind if I ask you a few questions?

How long have you known the candidate, and in what capacity? (Ex: co-worker, immediate supervisor, internal customer, etc.)

In the role the candidate applied for, they will be performing the following work:

(Requesting department please describe the role.)

Do you think they would be suitable for the work described? Why or why not?

Are you aware of the person having any documented performance issues? If yes, please explain.

We all have room for continuous improvement. What would you say would be the one area for this person to focus on professionally, and why?

If they were to leave your department, would you rehire this candidate? Why or why not?

Is there anything else you would like to share about the candidate for which we should be aware?

Thank you very much for your time today, it is greatly appreciated.

Person performing the reference check: _____

Person being called as the reference: _____

Date of the reference check being completed: _____