# Reference Check Form

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| **NAME OF CANDIDATE** |  |
| **POSITION** |  |
| **LOCATION** |  |
| **DATE OF REF CHECK** |  |
| **NAME & CONTACT NUMBER OF REFERRAL** |  |
| **RELATIONSHIP WITH THE CANDIDATE** |  |

1. **Since how many years do you (Referral) know the candidate?**

1. **How are the candidate’s communication and interpersonal skills?**

1. **How effective is the Candidate in getting results and meeting the assigned Targets/TAT?**
2. **What is the Candidate’s personal/professional strengths?**

1. **What is the Candidate’s personal/professional weaknesses?**

1. **Is she/he a reliable and honest person/Integrity (towards work and in general)?**

**Any additional comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **REFERENCE CHECKED BY: NAME, DESIGNATION & SIGN** |  |
| **OVERALL OBSERVATION** |  |