Reference Check Format	
Sample email communication Format - Greetings for the day! This document has been sent to you by <Name & designation> as <name of the organisation> would like to carry out a reference check for one of your <ex-employee/consultant>. Please fill in the form below and revert at the earliest. Please be informed that this is an important document. We have been given to understand that you are either a direct reporting manager or an HR representative and you are permitted to provide this reference on behalf of your company. If this is not the case, kindly forward this document to the concerned person marking a copy to <insert emailed here>. We thank you in advance for your time and support.	
Candidate name & designation in the organisation as stated by the candidate:	
Details of person filling in the report :	
Your Name	
Your Contact	
Duration of employment with organisation	
Mode of the reference (please ✓)	Telephonic / Email
a) **Kindly rate 1 (low) - 10 (high) the candidate on the following parameters:**	
i. Ability to work independently	<insert response here>
ii. Interpersonal skills	<insert response here>
iii. Dealing with work pressure	<insert response here>
iv. Managing personal life & office	<insert response here>
v. Dependability	<insert response here>
vi. Initiative	<insert response here>
vii. Flexibility	<insert response here>
viii. Integrity and commitment to work	<insert response here>
ix. <Add role specific parameters> Example - Working in hybrid mode/Ability to interact with management team/conflict resolution/team leadership / organizational leadership / any other	<insert response here>
b) **Can you comment on his/her strengths and areas of improvement?**	Strengths: Areas of improvement:
c) **Can you recall any specific milestone or achievement of the candidate while working with you?**	<insert response here>
d) **Did you have any concerns about the candidate during his/her tenure with you?**	<insert response here>
e) **The candidate is being evaluated for the role of <designation> involving <brief list of roles and responsibilities>. It requires the person <state any specific needs- example available after office/ be highly organized / work independently/ handle a budget of INR 000> Do you feel that the person might be suitable?**	<insert response here>
Given an option would you like to re-employ him/her in your organization?	<insert response here>