

# Background Reference Verification Checklist

Date: \_\_\_\_\_

To: [Reference Name]

From: [Your Name]

Subject: Reference Verification

## Checklist Items

1. Contact Information
  - Name: \_\_\_\_\_
  - Position: \_\_\_\_\_
  - Company: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_
2. Relationship to Candidate
  - Length of Time Known: \_\_\_\_\_
  - Nature of Relationship: \_\_\_\_\_
3. Candidate's Job Performance
  - Strengths: \_\_\_\_\_
  - Areas for Improvement: \_\_\_\_\_
  - Notable Achievements: \_\_\_\_\_
4. Rehire Eligibility
  - Would you rehire this candidate? (Yes/No): \_\_\_\_\_

Please return this checklist to [Your Email] at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]