

Recruiting Reference Screening Worksheet

This worksheet is designed to help you conduct structured, effective reference screening calls and document your notes. Use each section to guide your conversation and evaluate candidates consistently. For more recruiting support, connect with our team today!

Candidate Name:

Reference Name & Title:

Company:

Relationship to Candidate:

Dates of Employment:

Would you rehire this candidate?

Yes

No

Notes:

1. Reliability & Attendance

Consistently on time

Met deadlines

Few attendance issues

Notes:

2. Job Performance

Met or exceeded performance standards

Demonstrated strong working technical knowledge

Maintained a safety-first mindset

Notes:

3. Communication & Collaboration

Collaborated well with coworkers and supervisors

Resolved conflicts professionally

Communicated clearly and appropriately

Notes:

4. Independence & Initiative

Required minimal supervision

Took initiative when appropriate

Demonstrated sound judgement

Notes:

5. Stress & Adaptability

Performed well under pressure

Adapted to schedule changes

Maintained professionalism

Notes:



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