**Reference Check Template (explanation/ Example)**

**Intro/ Credibility Statement:**

Example: “Hi John, this is Matt Robinson with Optomi. I'm calling in regard to Michael Smith who put you down as a professional reference. I'm currently working through the interview process with Mike and would appreciate your feedback regarding professional relationship, experience and opinion of him. Is now a good time for you to chat?

Great- in case Mike wasn't able to introduce me already, I specialize in recruiting and placing application development professionals in Charlotte, NC area and represent more than 25 different clients and working with Mike on a couple of different opportunities that I think his background/ experience and career objectives could be a great fit for.

That being said, I’d like to understand more about Mike from your perspective.

**Set the agenda:**

John- to set the agenda for our conversation, I’d like to first understand exactly how you know Mike, where you worked together and what your professional relationship is. Then I’ll ask some more specific questions related to how he ranked against his peers etc.

**Relationship with Candidate: (peer, subordinate, supervisor, etc.)**

**Where did you work together and for how long?**

***Questions you can ask a supervisor:***

* How many people did you have reporting to you in addition to Mike?
* How would you say Mike ranked amongst his peers?
* What would you consider to be the greatest strengths or attributes as an employee?
* What would you consider to be his best technical skills?
* Anything in particular that Mike did that you remember to be especially impressive or noteworthy?

***Questions you can ask a peer?***

* How closely did you work with Mike and how often did your work overlap?
* You’ve probably worked with a lot of developers in your career, how would you rank Mike against the others you’ve work with? Or how would you compare him to the average developer?
* What did you enjoy the most about working with him?
* What would you consider to be his greatest technical strengths?

**Opportunity Outline:**

One of the opportunities Mike is most interested in, is a Full stack Developer position at Ally Invest, where he would be responsible for soup to nuts development of a very high profile application that does day trades in real time. The application is currently built on .Net Core, AWS, and utilizes several modern JavaScript frameworks, which Mike is very intrigued by.

* What are your thoughts about Mike for this type of an opportunity?
* Any concerns about his ability to perform at a very high level in this type of environment?

**Reference Quote:**

Last but not least - If you were to describe Mike in a few sentences that could serve as a "reference quote" what would you say?

Thank you- this helps a lot to reassure us that our impression of \_\_\_\_\_ is accurate and verified!

**Now time for the flipping:**

John- just curious- where are you working these days?

What’s your role and responsibilities now?

How are you liking it there?

I'm always looking to network with passive talent and would to be a resource for you whether it is now or in the future. With that being said, how might I be able to help you specifically? Whether it be as a resource to let you know about career opportunities or help you find the right people for your team, my job is networking and I’m confident I can be a valuable resource for you whether it’s now or for the future.

Go into a prescreen or set up a time to meet with the reference for coffee!