

# REFERENCE CHECK TRACKER

Use this document to track conversations and contact points with the candidate's references.  
This tracker is to be used in conjunction with the Reference Check Form.



Applicant Name

Position Offered

Interview Date

#	REFERENCE NAME	COMPANY	PHONE NUMBER	EMAIL	CONTACT DATE	NOTES <small>(including tone of conversation, delayed responses, etc)</small>	OVERALL EXPERIENCE
1	Example John Smith	Smith's & Sons Construction	555-555-5555 ext 555	johnsmith@company.com	7/7/2024	2021-07-07 John was away from the office so emailed to schedule a conversation. 2021-07-08 Spoke with John regarding candidates' performance, job duties, teamwork and leadership skills. John believes with leadership training, the applicant could be a good fit.	Positive experience working together but some attendance issues. Could be a problem for the flexibility needed for this role.
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