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## Requesting a reference for a new employee

If you're thinking of requesting a reference for a potential employee, you're probably in the final stages of your hiring process - so, well done! Your finalist candidate may have provided you with a list of references or you could have done some research on your own to find former employers.

Whatever the case, it's best to reach out to former employers with a friendly email before calling them. You will learn what's a convenient time to connect and give some time to the employer to remember the employee and [prepare their answer](#). This way you'll increase the chances of receiving useful information. Here's an email template you can customize to your needs:

**Subject line:** Could you provide a reference for [*Candidate\_name*]?

Hello [*Name*],

My name is [*your name*] and I work for [*your company name*]. We're in the process of hiring for a [*job title*] and one of your former colleagues, [*Candidate\_name*], has made the final cut.

Before we make an official offer, I'd like some more information to ensure we're making the right choice. I'm reaching out to you because [*Candidate\_name pointed to you as a potential reference/ mentioned you were her manager for several years/ etc.*] It'd be very useful if you could tell me a bit about your overall experience working with [*Candidate\_name*] and whether you'd recommend [*him/her*].

Could I call you for a brief discussion today or tomorrow? Please let me know if the number [*Candidate\_name*] provided is accurate: [+00100000000]. If you'd rather send me information via email, feel free to do so.

Of course, our communication is confidential.

Thank you for your help,

[*Your name*]

[*Email signature*]

When requesting a reference for a new employee via phone, ask a few targeted questions to get a well-rounded view of their past work and behavior. Check out our list of [reference check questions](#).

Also, check out our [employee reference request template](#) that helps you send an email requesting references from a candidate more efficiently.