

Sample Reference Check Questions

Use the sample questions below as a guide when checking candidate references.

Candidate Name: _____ Position: _____

Reference Name: _____ Reference Checked By: _____

1. Could you describe your professional relationship to the candidate? (Where did you work together? How long did you work together and when?)
2. Did the candidate report to you?
3. What was the nature of his/her work and responsibilities?
4. Describe the size and scope of the department in which he/she worked?
5. Did the candidate supervise anyone?
6. What are the candidate's principal strengths?
7. Describe the quality and the volume of the work he/she handled?
8. What are the candidate's areas of development? (areas for improvement)
9. How does he/she interact with customers, co-workers, and different levels of management?
10. What progress did he/she make? Any promotions?
11. How does he/she compare to other employees in the same classification (technically)?

Please comment on the following:

12. Attendance/Dependability
13. Independent judgment
14. Initiative
15. Potential for advancement
16. Amount of supervision required
17. Ability to plan and organize
18. Ability to problem solve
19. Level of thoroughness
20. What is your overall evaluation of the candidate?
21. What is his/her reason for leaving?
22. Is this candidate eligible for rehire?
23. How well does the candidate work under pressure?
24. What motivates the candidate?