

Suggested Reference Check Questions

Candidate's Name _____

Position (being considered for) _____

Date _____ Reference (person contacted) _____

Title _____ Organization _____

Phone _____

Completed by _____

1. Can you verify the following information?
Dates of employment
Salary
2. In what capacity do you know _____? (Applicant's name)
3. Can you tell me about his/her attendance/dependability?
4. How would you rate his/her overall work performance and job knowledge?
5. How did this individual's productivity compare to others in the job?
6. Can you tell me about any disciplinary actions with this individual?
7. How did this individual relate with others? (customers, co-workers, and supervisors)?
8. Does this individual have any areas that need improvement?
9. What was/is the reason for separation from your company?
10. Is this individual eligible for rehire?
11. Please give a brief description of the current or previous duties for the position this individual held.
12. How does this individual deal/cope with change?
13. How does this individual respond to a stressful situation?
14. If the vacancy requires supervisory experience, include the following questions:
 - a) Was the individual's position one that included supervisory or lead worker responsibility?
 - b) How many workers did this individual supervise?
 - c) How would you characterize his/her performance as a supervisor?
 - d) How would you characterize his/her supervisory ability?