



REFERENCE CHECK QUESTIONS

Candidate Name: _____ Date of Reference: _____
Reference Name: _____ Company: _____
Conducted by: _____ Phone / In Person (circle one)

About how long have you known or worked with the candidate?

What was the candidate's position with your organization?

Please describe your **reporting relationship** with the candidate? If none, in what capacity did you observe the candidate's work?

Please describe his/her **key responsibilities**.

How would you rate his/her **overall performance** of those responsibilities?

What was the reason (name) left the organization?

Describe his/her **relationships** with coworkers, reporting staff (if any), and supervisors.

Talk about the **attitude and outlook** the candidate brought to the workplace.

Tell me about the candidate's **most important contributions** to the achievement of your organization's mission and goals.

How did (name) handle conflict? How about pressure? Stress?

Describe the candidate's **productivity, commitment to quality and customer orientation.**

Can you comment on the candidate's **attendance** and **punctuality**?

What are the candidate's most significant **strengths**?

Any **areas for improvement**?

If you were in a position to **hire or rehire** (name), would you do so?

We are evaluating this candidate for a position as (job title or quick description). How well do you think (name) would perform in this role?

Are there any additional comments you'd like to make?