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?