

# Reference Check Questionnaire

(sample questions, not necessary to use all)

Candidate: \_\_\_\_\_

- Will you confirm starting and ending employment dates?
- What was his/her reason for leaving?
- Would you rehire him/her? Why/why not
- What was her/his position? Can you describe the job responsibilities?
- Did (name) miss a lot of work? Was s/he frequently late?
- Were there any issues you are aware of that impacted her/his job performance?
- Describe his/her relationships with co-workers, reporting staff (if applicable), and supervisors.
- What was it like to work with this candidate?
- Did (name) supervise other employees? How effectively? If I spoke to those employees, how do you think they would describe (name's) management style?
- How did (name) handle conflict? How about pressure? Stress?

- Describe the attitude and outlook the candidate brought to the workplace.
- Describe the candidate's productivity, commitment to quality and customer orientation
- What are the candidate's greatest strengths?
- What were the candidate's biggest areas of opportunity?
- What was one of the candidate's biggest accomplishments?
- What is your overall assessment of the candidate?
- Is there anything I haven't asked that you would like to share with me?

Name & Title of person giving reference:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Name & Title of person checking reference:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature