**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