



## **Reference Check Example Questions**

1. How are you acquainted with \_\_\_\_\_?
2. How long did you work with them?
3. Describe his/her day-to-day responsibilities when they worked with you?
4. How well do you think he/she would perform in a team environment?
5. Did you conduct an annual performance review with \_\_\_\_\_? If so, what strengths were identified and what were some areas for improvement?
6. Can you tell me about a time when \_\_\_\_\_ took initiative to make improvements?
7. Can you give me an example of a time when he/she had to manage multiple tasks, but was interrupted? What was her response?
8. Why do you think we should hire \_\_\_\_\_?
9. Would you rehire him/her?
10. What advice would you give his/her future manager?
11. Is there anything else you think we should know as we consider \_\_\_\_\_ for the Career Consultant role?
12. Were you a direct supervisor if not what is the nature of your relationship with the candidate?
13. Did you work with this candidate directly? If not, how much time did you spend with him/her on a daily basis?
14. When did the candidate work for your company? Could you confirm starting and ending employment dates? When did s/he leave the company or last role?
15. What was her/his position? Can you describe the job responsibilities and the scope of the position?
16. Tell me what it is like to work with this candidate.
17. What were the candidate's strengths and weaknesses as an employee in their role? More specifically, if you evaluated his/her work performance, what was noted as needs improvement during the review?
18. Did the candidate get along with their co-workers and management?
19. How did the candidate interact with external customers/stakeholders?
20. How did the candidate handle conflict? Stress?
21. What was the candidate's attendance record? Was the candidate on-time and dependable?
22. Is he/she a team player or does he/she excel by working alone?
23. Is there anything I haven't asked that you would like to share with me?
24. Were you a direct supervisor if not what is the nature of your relationship with the candidate?
25. Did you work with this candidate directly? If not, how much time did you spend with him/her on a daily basis?
26. When did the candidate work for your company? Could you confirm starting and ending employment dates? When did he/she leave the company or last role?
27. What was his/her position? Please describe his/her job responsibilities.
28. Tell me what it is like to work with this candidate.
29. What were the candidate's strengths and areas of improvement as an employee in their role? More specifically, if you evaluated his/her work performance, what was noted as needs improvement during the review?
30. Did the candidate get along with their co-workers and management?
31. How did the candidate interact with external customers/stakeholders?
32. How did the candidate handle conflict? Stress?
33. Can you provide me with an example of a time when he/she had to manage multiple tasks, but was interrupted? What was his/her response?
34. Can you tell me about a time when he/she took initiative to make process improvements?
35. What was the candidate's attendance record? Was the candidate on time and dependable?
36. How well do you think he/she would perform in a team environment?
37. Why do you think we should hire him/her?
38. Would you rehire this candidate?
39. What advice would you give his/her future manager?
40. Is there anything I have not asked that you would like to share with me?