

SAMPLE REFERENCE CHECK QUESTIONS

Candidate Name: _____ Date of Reference: _____

Reference Name: _____ Company: _____

Conducted by: _____ Phone / In Person (circle one)

Script: Hi. This is (your name) from (name of your division/agency). (Applicant's name) listed you as a reference. Do you have a few minutes?

1. About how long have you known or worked with (applicant's name)?
2. Please describe your **relationship** with (applicant's name)—boss, peer, customer, etc? [If none, ask:] In what capacity did you observe (applicant's name) work?
3. What was the reason (name) left the organization?
4. How would you characterize (applicant's name) ability to work as part of a team?
5. How would you characterize (applicant's name) ability to work independently?
6. Tell me about the (applicant's name) **most important contributions** while working at your organization.
7. Can you comment on the candidate's **attendance** and **punctuality**?
8. What are the candidate's most significant **strengths**?
9. Any **areas for improvement**?
10. Would you rehire (applicant's name) if you had the opportunity to do so?
11. We are evaluating this candidate for a position as (job title or quick description). How well do you think (applicant's name) would perform in this role?
12. Are there any additional comments you'd like to make?

Thanks for your time.