

Sample Reference Check Questions

1. In what capacity were you associated with the candidate, and since what date?
2. In what capacity was the candidate employed, and what were their job responsibilities?
3. Was the candidate successful in fulfilling his or her duties?
4. How did the candidate react to stressful situations?
5. What was it like to supervise the candidate?
6. Was the candidate a valuable member of the team?
7. What unique skill did the candidate bring to your organization?
8. What were their strengths?
9. What were their weaknesses or areas that needed improvement?
10. How would they describe this candidate's absenteeism record in relation to other employees?
11. Considering the job being applied for, do you think the candidate is suitable?
12. Why did the candidate leave your organization?
13. Would you rehire the candidate; why or why not?
14. Is there anything else you would like to add?

Name of Person completing reference check

Date