

Sample Reference Check Questions

- In what capacity did you work with the candidate (e.g., peer, colleague, supervisor)?
- Could you give me a brief description of the duties the candidate performed?
- What were the candidate's strengths? What were the candidate's weaknesses or areas where the candidate could improve?
- Would you recommend him/her for this position? Why or why not?
- How well did the candidate know the work? How well did the candidate perform on the job? How well did the candidate manage the workload?
- How would you describe the candidate's relationships with co-workers, subordinates, and supervisors?
- Is there anything else you can tell me about the candidate's ability to perform his/her job?
- What kind of work-related training, certificates, education, or other qualifications does the candidate have?
- Is the candidate eligible for re-hire in your organization?