

## Reference Check Questions

**Applicant:**

**Reference:**

**Date:**

**First steps:**

- Introduce yourself and state the purpose of the call.
- Confirm that it's a convenient time to speak
- Describe the position for which the applicant has applied

**Possible questions (choose no more than 6 depending on time available):**

1. How do you know (Applicant Name)? What was the nature and length of your relationship to the candidate?
2. Verify title and dates of employment
3. What was his/her position? Can you describe the duties and responsibilities assigned to the candidate? Did he or she complete them satisfactorily? Did they go above and beyond what was required without being asked?
4. What were the candidate's strengths as an employee?
5. Would you describe him or her as having a strong work ethic?
6. What area of development could the candidate improve upon?
7. How would you describe their leadership skills?
8. Did the employee get along well with her peers? With managers? With customers?
9. Please describe the candidate's ability to work with senior leadership?
10. What was his/her conflict resolution protocol? How did they handle pressure and stress?
11. What are the candidates' major accomplishments in the organization?
12. Was the applicant promoted or demoted during his/her employment?
13. What was their ending salary?
14. Why did the candidate leave a position?
15. Would you rehire this candidate? Why or why not?
16. Is there anything else I should know about this candidate that has not already been shared?
17. Is there anyone else I should call to get more information about the candidate?