

### **Sample Reference Check Questions**

1. Name of reference completing this form (first and last name)
2. Name of the candidate for whom this form is being completed (first and last name)
3. What is your relationship to the candidate?
4. Where did you work together?
5. How long have you known them?
6. Can you verify the candidate's title and start/end dates of employment? (approximate dates, okay)
7. Could you please describe the type of work for which the candidate was responsible?
8. To your knowledge, why did the candidate leave this position?
9. What are some of their strengths that you would highlight?
10. What are some areas for improvement?
11. How would you rate the candidate's ability to [insert competency here]? (On a scale of 1 to 5 with 1 being Not At All Able and 5 being Extremely Able)
12. How would you rate the candidate's ability to [insert competency here]?
13. How would you describe the candidate's relationship with co-workers, subordinates (if applicable), and superiors?
14. What advice can you give to successfully manage the candidate?
15. If you had the opportunity, would you hire the candidate again? Why or why not?
16. Is there anything I haven't asked about that someone considering this person for a job should be aware of?