

Reference Check Questions

One committee member, typically the hiring authority who has direct knowledge of the position responsibilities, should conduct reference checking. Be sure to give a brief description of the position responsibilities to the person giving the reference (former supervisors are in the best position to judge work habits and performance). Verify facts listed on the resume (position, responsibilities, years of service, reason for leaving, and rate of pay). Ask the same questions to all references and be sure that each question is job related. Keep in mind that all information received is **confidential** and should only be shared with committee members and Human Resources.

1. What is/was your working relationship with the candidate?
2. How long have you known the candidate?
3. How would you describe/rate his/her performance?
4. What do you think of his/her strengths?
5. What areas do you think this individual could develop?
6. Describe the candidate's technical skills?
7. Is he/she a team player?
8. Is he/she capable of handling conflict?
9. Are you aware of any problems related to attendance or punctuality?
10. Describe the candidate's organizational skills including their ability to follow through.
11. How would you describe the candidate's verbal and written communication skills?
12. Has the candidate demonstrated the ability to work in a high volume/fast paced environment? How?
13. How would you describe his/her interpersonal skills? – positive, enthusiastic, energetic, etc.
- 14. Do you know why he/she is leaving his/her current employment?**
- 15. Were there any instances of inappropriate behavior or violence?**
- 16. Would he/she be eligible for re-employment?**
- 17. Would you hire this individual for a position like this?**
18. Explain his/her supervisory style.

It is strongly encouraged that the bolded questions be asked of each reference.