

Applicant Name:

Position Applying For:

Company:

Position Held:

Dates of Employment:

Name of Reference:

Relationship to Candidate:

Phone Number:

Reference Obtained By:

Date:

Sample reference check questions:

1. What is your relationship to candidate? How long have you known each other, and in what capacity?
2. What did the candidate do at [employer name]? What were his/her responsibilities?
3. How do you think the candidate's skills and experience will match with this position as I've described it?
4. Where do you believe the candidate will have significant strengths to offer in this position?

5. Where do you feel the candidate will face challenges in this position?

6. Ask some specific job/skill related questions, based on the essential functions of the job description (ex. Attendance and promptness, cooperation, quality of work, oral and written communication skills, balancing priorities, team player, social media and technical capabilities, interacting with the public/visitors, supervisory ability, etc.)

7. Is there anything else you feel we should know about the candidate?

8. Is the person eligible for rehire / If you had the opportunity, would you rehire this individual? Why or why not?