

Sample Reference Checking Questions

1. Please describe your relationship with _____. Were you a direct supervisor?
2. What were his/her primary responsibilities?
3. Please comment on his/her work habits, performance, work style.
4. Why did ____ leave his/her employment?
5. If you were in a position to re-hire, would you re-hire _____? If not, why not?
6. What distinguished ____ from his/her co-workers?
7. What would be the ideal work environment and job for _____?
8. Did you ever have any concerns about _____ performance?
9. Would you recommend _____ for employment?
10. Plus questions relating directly to the job description:
 - a. Eg. Did ____ report to the Board of Directors? Were there ever any conflicts between _____ and the Board? How were these dealt with?
 - b. Did ____ have direct responsibility for budget performance? How was financial performance monitored?
 - c. Etc. – relate to specifics of the job description and expectations
11. Strengths/weaknesses