

# Sample Personal Reference Check Questions

Always begin an employee reference check by telling the reference who you are and why you're calling.

1. What is your relationship with the candidate?
2. Would you describe the applicant as having been successful in their job? Why or why not?
3. What do I need to know about managing this applicant, and what can I do to ensure their success with my company?
4. How does the candidate handle stress and conflict?

5. What can you tell me about the candidate's reason for changing jobs?

6. What can you tell me about the applicant's personality?

7. If provided the opportunity, would you hire this candidate?

8. Is there anything else you want to share?