

Sample Professional Reference Check Questions

Always begin an employee reference check by telling the reference who you are and why you're calling. Use this time to verify essential information about the applicant's job title, dates of employment, and supervisor's information.

NOTE: *Some companies will only provide you with generic information about current and former employees, which may only include start and end dates or if the employee is eligible for rehire.*

1. Please provide the candidate's job title, start and end dates, and supervisor's name.
2. How often did you interact with the candidate daily?
3. How long did you supervise this applicant?
4. What type of work did the applicant do for your organization?

5. Can you describe the applicant's relationship with colleagues and supervisors?

6. Would you describe the applicant as having been successful in their job? Why or why not?

7. Did the applicant face high-pressure or stressful situations and, if so, how did they handle them?

8. Can you describe the applicant's quality and quantity of work?

9. What were the candidate's biggest strengths and weaknesses? Explain.

10. Why did the applicant leave your company?

11. Would you work with this person again? Why or why not?

12. What do I need to know about managing this applicant, and what can I do to ensure their success with my company?

13. Please tell me a skill in which the candidate could improve upon? Why?

14. Is the employee eligible for rehire?

15. Is there anything else you want to share?