

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.

1. What was your job title, the candidate's job title, and how long did you directly supervise the candidate?

2. What kind of work did the candidate do for you?

3. How did the candidate handle difficult or complex projects?

4. Can you give me an example of a setback the candidate faced and how they dealt with it?

5. What are the candidate's greatest strengths?

6. What are their most significant weaknesses?

7. Given the requirements of this job, what training or education would the candidate need in the first few weeks?

8. What do I need to know to effectively manage this candidate?

9. Why did the candidate leave your company?

10. Would you rehire the candidate?

11. Does the candidate work better alone or with a team?

12. Was the candidate a good communicator and listener?