

SAMPLE REFERENCE CHECK QUESTIONS

(Use questions that are relevant for the type of job being filled.)

1. When did [CANDIDATE] work for your institution/organization/company?
2. Could you confirm starting and ending employment dates?
3. When did [CANDIDATE] leave?
4. Why did [CANDIDATE] leave the company?
5. What was her/his position? Can you describe the job responsibilities?
6. Is s/he eligible to be rehired by your institution/organization/company?
7. Did [CANDIDATE] miss a lot of work? Was s/he frequently late?
8. Did you evaluate [CANDIDATE]'s performance? Can you speak to his/her strong and weak points? What was noted as needing improvement during this performance review?
9. What were the areas of concern you had with [CANDIDATE]'s job performance?
10. Did [CANDIDATE] supervise others? If I spoke to those individuals, how do you think they would describe [CANDIDATE]'s leadership style?
11. Can you describe a time when [CANDIDATE] experienced a conflict with another member of your team? How was it resolved?
12. Can you describe [CANDIDATE]'s experience working as a member of a team? As a leader of a team?
13. What did graduate students say about [CANDIDATE]'s willingness to providing coaching and guidance?
14. How would describe [CANDIDATE]'s writing skills? What types of communications did [CANDIDATE] write (formal/informal, expository/persuasive, memos, letters, project implementation plans, position papers, analysis/reports, etc.)?
15. From your perspective how well "connected" is [CANDIDATE] and how does s/he form strategic relationships with others?
16. Describe [CANDIDATE]'s ability to communicate, coach and work with others.
17. Describe [CANDIDATE]'s flexibility and ability to "think on his/her feet."
18. How did [CANDIDATE]'s keep current with changing trends in your industry/discipline?
19. How would you describe [CANDIDATE]'s skills working with quantitative data (is good with numbers, detecting trends/relationships, overall picture as well as details)?
20. How would you describe [CANDIDATE]'s
 - work ethic?
 - commitment to the job and organization?

21. How would you describe [CANDIDATE]'s communications style with

- Students
- Graduate Students
- Staff Colleagues
- Academic Colleagues
- Clients
- Peers
- Supervisors

22. What were [CANDIDATE]'s greatest professional contributions to your organization?

23. Would you rehire [CANDIDATE] today?

24. Is there anything else you think I should know about [CANDIDATE]'s skills, abilities or job performance?