

Reference Requests

A reference check is the process of an employer reaching out to people who can shed light on a job candidate's strengths and speak to the qualifications listed on the candidate's resume.

Optimal references tend to be previous employers, professors, colleagues, and other people familiar with the applicant's work.

This section includes a collection of questions to ask references given by the candidate. Choosing as many as you think would give a clear indication of what kind of employee this candidate would be.

There are the following questions:

1. In what capacity do you know this candidate?
2. Please describe your relationship with this person.
3. In what capacity was/is the candidate employed by your business?
4. What duties and responsibilities did the candidate have?
5. Please comment on the candidate's ability to work under pressure.
6. How would you describe this candidate's ability to multi-task?
7. Please comment on the quality of work produced and/or service given by the candidate.
8. Please comment on the candidate's initiative and motivation.
9. Please comment on the candidate's overall work performance.
10. What would you say are the candidate's strengths?
11. What are some of their best qualities?
12. What would you say is a weakness that I should be aware of?
13. What would you say are the candidate's development areas (e.g., weaknesses)?
14. Have you had any concerns about their performance? If yes, please explain/detail the performance plan and what progress has been made?
15. What areas of development were communicated to the candidate and how did they respond?
16. Knowing their experience and skills, can you perceive any training this candidate would require?
17. Please comment on the candidate's reliability.
18. Please comment on the candidate's punctuality and attendance.
19. Please comment on the candidate's professionalism.
20. How would you rate this person's verbal and written communication skills?
21. Please comment on the candidate's ability to work within a team.
22. Is this person a team player? Do they get along well with others?
23. What kind of working relationship with their manager would allow the candidate to thrive?

24. Please comment on the candidate's attention to detail.
25. How would you rate this person's ability to coordinate a program?
26. How were the candidate's office equipment operation capabilities?
27. Would you rehire this candidate? Please provide reasons why/why not?
28. If you needed to fill this position described in the job advertisement, would you hire this person?
29. Are there any additional comments you would like to make about this candidate?
30. The prospective employer may wish to contact you for further information. If so, when would be the best day/time for them to contact you?