

Questions for checking References

1. What is your relationship to the [the candidate's name}? How long have you known them and in what capacities?
2. How would you describe the candidate's work performance while you worked with them, and how well did they perform their duties? Were they dependable and complete tasks according to deadline/timelines? Were there any issues that affected their job performance?
3. In what areas did the candidate excel? On a scale of 1-10 (10 being the best) how would you rate this person's skills in relation to their role at [enter company name]. Why did you give them this rating? Did the candidate have any major accomplishments while working with/for you? What are the candidate's strengths and areas for improvement?
4. In what areas would the candidate benefit from professional development? What areas of professional development would you suggest for the candidate in their next role?

5. Please describe the candidate's interpersonal skills. Would you describe the candidate as someone who works better alone or in a team? *If appropriate: How well do you think they would perform the role of supervisor?*

6. In moving to a new position, where do you think the candidate would benefit from the most support and mentoring? What advice would you give their future manager regarding the candidate?

7. *If appropriate: What type of company/organization would they be a good fit? What type of situation would be a challenge for them inside a company/organization?*

8. Can you give me an example of a setback or stressful challenge that the candidate faced and tell me how they dealt with it?

9. Is there anything else I should know about this candidate?