

Sample Reference Check Questions: Hiring for Success Handout

Remember: questions should be job related and capable of being supported by documentation.

When was this individual employed with you?

What was the nature of this individual's role? What were their job duties and responsibilities?

Did this individual have any supervisory responsibility? If so, can you please describe those responsibilities: number of employees supervised; nature of supervision; etc.?

Can you please confirm that the individual worked with these programs/systems?

Did this individual responsibly manage/utilize organizational resources?

Too what extent did this individual collaborate with colleagues/clients/stakeholders? How successful were those collaborations?

Was this individual a member of a team and if so, how well did they support their teammates?

Was this individual a member of a work group, task force, affinity group, employee resource group, mentorship or other sanctioned employee organization/program?

How would you describe this individual's performance?

What were this individual's strengths and weak points?

Was inadequate performance ever discussed with this individual and if so, how did they respond?

How well did this individual learn and progress on the job? How quickly did they adapt to new duties, pick up new skills, etc.? Did they initiate their professional development? Did you, or other leadership, consider them as having potential for advancement? How did they respond to growth opportunities?

How much supervision did this individual require? Did they reliably accomplish deliverables and achieve deadlines and if not, why?

Why did this individual move on from your organization?

Would you rehire this individual? Why or why not?