

REFERENCE CHECKING

Applicant's name: _____

Position applied for: _____

Commonly asked questions by most employers and recruiters when checking references:

1. How do you know this person?
2. What were the dates of employment for this person?
3. What position did this person hold with the firm?
4. What was this person's beginning and ending salary?
5. What were this the major job duties and responsibilities of this person?
6. Would you rehire this person?
7. Please rate the quality of this person's work.
8. Please rate this person's overall job performance on a scale of 1 to 10.
9. What were this person's major accomplishments on the job?
10. What are this person's major strengths?
11. What are this person's major weaknesses?
12. Does this person have good moral character (integrity, honesty)?
13. Is this person a self-starter (does she/he have initiative)?
14. What is this person's ability to handle stress and stressful situations, such as deadlines?
15. Does this person have good oral and written communication skills?
16. What is this person's ability to get along with management, co-workers, clients / customers?
17. What is this person's ability to be a team player (does she/he work well with others)?
18. Have personal problems ever affected this person's work?
19. Did this person hold any other positions in this company and was she/he promoted?
20. Why did this person leave the company (was she/he fired or did she/he resign and why)?
21. How did this person compare with other employees in similar positions?
22. What were this person's leadership, supervisory and managerial abilities (management only)?
23. Did this person have the ability to make short and long term plans (management only)?
24. How were this person's administration and budgetary skills (if applicable)?
25. Please describe this person's technical skills (if applicable).
26. Did this person have the ability to hire good employees (if applicable)?
27. If this person wanted to work for the company again, would your company rehire her/him?
28. What kind of job is this person best-suited to perform?
29. Would you recommend this person for the type of job they are currently seeking?
30. Is there anyone else in this company that could discuss this person's employment history?



*Business & Technology Expertise
...without the jargon*