

Reference Check Questions

Below is a selection of Reference Check Questions you can use as a guide when conducting a Reference Check on suitable candidates you plan to offer employment.

1. (Name) states in his/her application that they worked with you as a (details). Can you verify this?
2. (Name) has applied for the position of (detail). Based on your experience with him/her, do you think they will be successful? Why?
3. How would you describe (name)'s performance in the position?
4. Can you comment on (insert the specific criteria relating to this position)?
5. How would you describe their technical skills in this job?
6. Did you ever have cause to counsel (name) about any aspect of their work? Why?
7. Is there anything about (name's) performance that you felt needed improvement?
8. What would you consider to be their contribution to the job?
9. What were (name's) achievements in this role?
10. What training or targeted learning would you recommend for (name)?
11. What type of position do you believe (name) is best suited to? Why?
12. How does (name) relate to fellow workers?
13. Is (name) better suited to a team based role, or working alone? Why?
14. Has (name) got potential to develop further? In what way?
15. During the interview (name) indicated that they left your company because of (reasons). Can you confirm that was the case? Why?
16. Would you re-employ? Why?

Note: Please check with your HR department or legal advisor for any privacy issues you need to comply with when conducting reference checks.