



Reference Check Suggestions

Name of Candidate: _____

Name of Reference: _____

Name of Caller: _____

Date Reference Completed: _____

Thank them for their time and let them know what type of position/responsibilities the position you are filling entails in 30-60 seconds.

1. How long have you known the person and what is your relationship with them?
2. What are some strengths this person brought to the project/position
3. How did they respond to feedback? Did you see improvement in areas that were highlighted to them?
4. What are some areas that the person still needs to work more on developing?
5. Would you hire them back or hire them for a similar position to the one I am considering them for?
6. Would you trust them with your own child/pet/valuable belongings?
7. Is there anything else I should be aware of in my consideration of hiring them for this position?