

Employer Guide: Reference Check Questions

Verification Questions

1. I'd like to verify _____ dates of employment from _____ to _____.
2. What type of work did _____ do?
3. Why did _____ leave your organization?

Performance Questions

1. What are _____ strong points? What characteristics do you most admire about him / her?
2. How would you rate _____ performance on a scale of 1 to 10 compared to other people you have observed in a similar capacity?
3. What was (name's) biggest accomplishment while working for your company?
4. How well does _____ relate to other people? Is he / she a team player?
5. Is _____ a reliable person? Were there ever any punctuality or attendance problems?

Developmental Questions

1. What is the biggest change you've observed in _____?
Where has there been the most growth?
2. What is the best way to work with _____ to quickly maximize his / her talents and effectiveness for the organization?

Email Reference Check Questions (Employer)

1. I'd like to verify _____ dates of employment from _____ to _____.
2. What was her/his position? Can you briefly describe the job responsibilities?
3. What was (name's) biggest accomplishment while working for your company?
4. What is the best way to work with _____ to quickly maximize his / her talents and effectiveness for the organization?
5. Would you rehire (name) if the opportunity arose?

Email Reference Check Questions (Professor or Personal)

1. How long have you known (name)? In what capacity?
2. How would you describe the quality of his/her work (compared with that of others in your course)?
4. Were his/her assignments (responsibilities) completed on time?
5. How would you describe (name)'s communication skills (both oral and written)? Example?