

Sample Reference Checking Questions

- What was the nature of his/her position with your organization?
- If an opportunity arose, would you hire this person to work with you again?
- Since no one is perfect at everything, please describe some of his shortcomings.
- On average, how many times a month is she absent? How many times does she come in late or leave early?
- When given difficult and urgent assignments, were they done on time? Could you provide an example of such an assignment.
- How does he get along with his supervisor? With other employees?
- If you were giving special salary increases for merit to the top 10% of your employees would she be in that group?
- How effective is he in influencing others, especially those over whom he has no control? Describe a situation where he demonstrated this skill.
- If you were told tomorrow that you must put 20% of your employees on layoff, would you be tempted to select this person? Why or why not?