

Sample Reference Check Questions

- Why did the employee leave the company?
- What has her/his starting and ending salary?
- What was her/his position? Can you describe the job responsibilities?
- Could I briefly review the employee's application/resume? Does the job title and job description match the position that the employee held?
- Did the employee miss a lot of work?
- Were there issues you are aware of that impacted his/her job performance?
- Did the employee get along well with management and co-workers?
- Was the person promoted while with your company?
- Did he or she supervise other employees? If I spoke to those employees, how do you think they would describe his or her management style?
- How did the employee handle conflict? How about pressure? Stress?
- Did you evaluate her/his performance? Can you speak to her/his strong and weak points? What was noted as needing improvement during this performance review?
- What was the employee's biggest accomplishment while working for your company?
- Would you rehire the employee?
- If I describe to you the position we are hiring for, could you describe how good a fit you think he or she would be?
- Can you describe this person's experience working as a member of a team?
- Is there anything I haven't asked that you would like to share with me?