



Reference check questions template

Candidate's name:

Position:

Reference's name:

Organization:

Contact information:

Reference check questions:

How would you describe your professional relationship with the candidate?

Answer:

What were the candidate's key responsibilities and accomplishments in their previous role?

Answer:

How would you assess the candidate's communication and collaboration skills?

Answer:

Can you provide examples of situations where the candidate demonstrated strong problem-solving and critical thinking skills?

Answer:

How did the candidate handle feedback and constructive criticism in their previous role?

Answer:



Did the candidate effectively meet deadlines and manage their workload?

Answer:

Can you comment on the candidate's ability to adapt to change and handle unexpected circumstances?

Answer:

In what ways did the candidate demonstrate leadership skills or the ability to take initiative?

Answer:

How would you rate the candidate's overall performance and contribution to the team/organization?

Answer:

Based on your experience working with the candidate, would you recommend them for the position they're being considered for?

Answer:

Reference check checklist

- Confirm the reference's contact information with the candidate.
- Ask for the candidate's permission to contact the reference.
- Introduce yourself and provide context for the reference check.
- Ask your prepared questions and actively listen to the reference's responses.
- Take notes on the reference's answers and any additional comments.
- Assess the reference's feedback in relation to the candidate's fit for the position.
- Thank the reference for their time and valuable insights.
- Follow up with any additional questions or clarifications, if necessary.
- Update the reference check notes in the candidate's profile or applicant tracking system.