

OFFICE OF EQUAL OPPORTUNITY

SAMPLE REFERENCE CHECK QUESTIONS

General Instructions

1. Introduce yourself to the reference and state the purpose of your call.
2. Describe the general requirements of the position.

Sample Reference Check Questions

- How long have you known the candidate, and in what capacity?
- Describe the candidate's overall work performance in terms of skills, qualities, and contributions to your organization.
- What are the candidate's strengths and areas for development?
- What are the candidate's unique qualities?
- How would you describe the candidate's ability to engage a group of college students in a class, workshop, or presentation?
- How would you compare the candidate's performance with that of others who have held the same position?
- Please describe overall work/performance in terms of attitude, dependability, and trustworthiness.
- Is this candidate someone that would be considered for rehire with your organization?
- Why did the candidate leave your organization?
- Is there any additional information that you feel we should know in considering the candidate for employment?