

SAMPLE REFERENCE CHECK QUESTIONS

Date: _____
Candidate's Name: _____
Reference Check provided by: _____
Organization: _____
Title: _____
Phone Number: _____
Employment Dates: _____

Required Questions:

- Was the candidate ever found to have engaged in any sexual violence or sexual harassment?
- (current employer) Is the candidate currently under investigation for accusations of sexual violence or sexual harassment?
- (previous employer) Did the candidate leave your employment prior to the completion of an investigation in which they were accused of sexual violence or sexual harassment?

Other Potential Questions

1. What was the nature and length of your relationship with the candidate?
2. What were the candidate's beginning and ending employment dates?
3. What position(s) did the candidate hold?
4. What were the candidate's most recent job duties?
5. How would you describe the candidate's institutional and personnel leadership skills?
6. Please describe the candidate's ability to make good judgements and work with senior leadership.
7. Why did the candidate leave the position? (if relevant)
8. Describe how the candidate reacted in stressful situations. Be specific.
9. How does the candidate handle difficult people and work to resolve conflict?
10. What balance does the candidate achieve between working independently and checking in with stakeholders and supervisors?
11. Does the candidate always interact with others in a tactful manner? Explain.
12. What are the candidate's key accomplishments or impacts on the organization?
13. What can you tell me about the quality and quantity of the candidate's work?
14. How would you describe the candidate's ability to meet deadlines?

15. What kind of supervision did the candidate require?
16. How well did the candidate get along with management and peers?
17. In what ways is the candidate a team player?
18. How would you describe the candidate's attitude toward work?
19. How would you describe the candidate's overall performance?
20. How would you describe the candidate's attendance and punctuality?
21. Would you rehire the candidate if you had the opportunity?
22. Is there any more job-related information you would like to add?

Optional questions to ask when the candidate has applied for a professional or managerial position:

23. How would you describe this candidate's leadership, managerial, or supervisory skills?
24. Describe the quality of this candidate's written and verbal communication skills.
25. How do you rate this candidate's ability to plan short-term? Long-term?
26. Provide examples in which the candidate had to make sound and timely decisions. What were the results?
27. Did the candidate plan and administer a budget? If so, what was the size, and how did the candidate manage it?
28. How would you describe this candidate's technical skills?
29. How well did the candidate manage crisis, pressure, or stress?
30. How many people did the candidate directly supervise, for how long, and what were their roles?
31. What area of development could the candidate focus on?
32. If you were to offer advice on how best to guide the candidate, what would it be?
33. Would you hire or want to work with the candidate again? ____ Yes ____ No (If no, then why?)

