

Reference Questions

Preliminary Questions

Verify the candidate's dates of employment, title, and role.

Is the candidate eligible for rehire? Why or why not?

What was their role and how did they work with others?

Who did they report to, and did they have any direct reports?

Previous Role/Responsibilities

Was the individual successful in his or her role at your organization? Why or why not?

What kind of duties and responsibilities were assigned to the candidate? Did he or she complete them satisfactorily?

Did they go above and beyond what was required without being asked?

Knowledge, Skills, and Abilities

What were the candidate's strengths as an employee?

What unique skills did the individual bring to your organization?

What were his or her weaknesses or areas that needed improvement?

Teamwork

Did the employee get along well with their peers? With managers? With customers?

What was it like to supervise the person?

Was the person a valuable member of the team? Why or why not?

Reason for Leaving/Issues

What was his or her reason for leaving?

Would you rehire the person? Why or why not?

Recommendations for New Role

What should we be aware of to ensure that we create an environment that helps the candidate succeed?

Is there anything else I should take into consideration before I hire this candidate?

Do you think the individual is suitable for the job being applied for?

What should we be aware of to ensure that we create an environment that helps the candidate succeed?

Is there anything else I should take into consideration before I hire this candidate?