# **Reference Check Questions Template**

## **Reference**: [fill in reference information]

## **Candidate name:**

## **Voicemail:** Hello, my name is [your name] with (company). I’m a [your title]. I was calling to conduct a reference check on [candidate]. Please give me a call back at [number]. Thank you, and I look forward to speaking to you soon.

## **Introduce yourself.** Hello, my name is [your name] with (company). I’m a [your title]. I am calling you to conduct a reference check on [candidate name]. Is this a good time?

## **Verify reference identity:** You are [reference name]. What is your title at your company?

## **Ask permission to ask questions**: Thank you, may I ask a few questions about [candidate]?

## **Describe the position:** We are interviewing for [position title]. The successful candidate will be [mention the primary responsibility]

1. What was your professional relation with the co-worker:
2. Dependability: How dependable were they? Can you elaborate?  
   Very dependable. Never had concerns with him.
   1. Did they arrive at work on time: always on time  
      Did they complete tasks on time: Yes, always  
      Were they dependable for new projects: Very dependable
3. Communication: How well did they communicate and listen?
   1. Verbal: 10/10 – English and Spanish
   2. Written: 10/10
   3. Friendliness: 10/10
   4. Confidence: 10/10
   5. Respect: 10/10
   6. Responsiveness: 10/10
4. Can you tell me about their strengths and weaknesses?

**Strengths**:   
**Weakness**:

1. Personality: How did they get along with co-workers?

Got along with co-workers very well.

1. Were they open to feedback?
   1. How did they react to feedback from peers and managers? He reacted well to feedback. She doesn’t remember any need for disciplinary feedback. Candidate was always positive.
   2. Did they apply the feedback? Yes
2. How would you rate the candidate from 1 to 10?

10, he will do very well as Operations Manager. He did not have anyone working under him, but she is sure he would do well.

1. Why did the candidate leave?   
   It was a layoff. He was laid off with 4 others.
2. Would you rehire the candidate? Why or Why not  
   Yes, absolutely.
3. Is there anything else you would like to tell me about the candidate?  
   nothing additional

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