

SAMPLE REFERENCE CHECK QUESTIONS

Reference checks are a vital part of the hiring process, offering valuable insights into candidates' abilities and work habits.

To help streamline your recruitment efforts, we've compiled **15 essential questions** that will help you gather comprehensive feedback and make confident hiring choices.

- **How long did you work with the candidate, and in what capacity?**
- **How would you describe the candidate's work ethic and reliability?**
- **What positions and responsibilities did the candidate hold at your company?**
- **In what ways did you and the candidate work together?**
- **Would you rehire this candidate if given the opportunity? Why or why not?**
- **What areas or responsibilities do you feel the candidate would need extra support in their first 90 days?**
- **What was the candidate's most valuable accomplishment while working for you?**
- **How did the candidate handle work-related setbacks and stress?**
- **How did the candidate navigate and resolve conflicts and disagreements?**
- **How much supervision did they require to accomplish their tasks?**
- **How would you describe the candidate's communication skills, both written and verbal?**
- **Can you provide an example of how the candidate demonstrated leadership or took initiative in their role?**
- **How well did the candidate work collaboratively with others, including team members, colleagues from other departments, and external stakeholders?**
- **In your opinion, what are the candidate's greatest strengths, and how did these contribute to their success in their role at your company?**
- **Is there anything else you think we should know about the candidate?**

