

A REFERENCE-CHECKING CHECKLIST

Use this checklist of suggested questions to help guide you through verifying an applicant's references and to get a feel for whether or not he/she is the best choice for your company.

Before delving into the questions, be sure to obtain the following information.

Name of person providing reference:

His/her position within the Company:

Company address:

Telephone number:

POTENTIAL QUESTIONS

- Can you please verify that [Name of Applicant] was an employee with your Company from [Insert Date] to [Insert Date]?
- What type of work did [Name of Applicant] do?
- Were [his/her] earnings \$[Enter yearly salary]? Were there any bonus or incentive plans?
- Why did [Name of Applicant] leave your organization?
- How would you rate [Name of Applicant]'s overall job performance on a scale of 1 to 10, with 10 being the highest, compared with others you observed in a similar capacity?
- How did [Name of Applicant]'s last job performance review go? What were the strengths and weaknesses cited in the evaluation?
- What do you feel were [Name of Applicant]'s major accomplishments with your company?
- What is the biggest change you've observed in [Name of Applicant]'s performance while with your Company? Where has there been the most growth or development?
- How did [Name of Applicant] handle [himself/herself] in times of conflict? Can you provide me with an example?
- What other person(s) know [Name of Applicant]? May I have their name, title, and business phone number?

