



OFFICE of
HUMAN RESOURCES

EAST TENNESSEE STATE UNIVERSITY

Sample Reference Check Questions

(The below questions are in no "preference" order)

- 1) How long have you known the candidate? In what capacity (i.e. supervisor, co-worker, client)?
- 2) What was your working relationship?
- 3) Briefly describe their strengths and weaknesses.
- 4) How would you describe their leadership style?
- 5) Describe how the candidate relates to others (Inter and Intra team relationships).
- 6) How does the candidate handle constructive feedback?
- 7) On a scale of 1 – 5; 1 being disagree, 2 being somewhat disagree, 3 being neutral, 4 being somewhat agree, 5 being agree. Rate the candidate on the following (a combination of them may be asked):
 - i. Loyalty
 - ii. Integrity
 - iii. Judgment
 - iv. Dependability
 - v. Ability to organize
 - vi. Ability to collaborate
 - vii. Ability to work independently
 - viii. Ability to take direction/guidance
 - ix. They treat other people, including those of different backgrounds, beliefs, and gender, with fairness and respect.
- 8) Would you work this person again? or Would you rehire this person?
- 9) Would you be comfortable recommending them for the position of ?
- 10) When did this candidate work for your company? And/or how long have you known the candidate?
- 11) Describe the applicant's most recent job duties and responsibilities.
- 12) Was the candidate reliable?
- 13) How would you describe the quality of his/her work?
- 14) How would you characterize his/her technical skills?
- 15) How would you describe this candidate's ability to work as part of a team?
- 16) On a scale of 1 to 10 (1 being poor, 10 being excellent), how did the candidate live up to their responsibilities?

- 17) Are there any areas in which this candidate could use additional training and development?
- 18) How would you describe their leadership, managerial and/or supervisory skills?
- 19) How does the candidate handle multiple projects at one time?
- 20) How well does the candidate respond to pressure?
- 21) How would you describe the candidate's interpersonal skills with management, peers and customers?
- 22) How does the candidate handle criticism and conflict?
- 23) Does this candidate communicate well orally and in writing?
- 24) Did this candidate ever have any disciplinary issues for gross misconduct or violation of company rules?
- 25) Would you rehire this candidate?
- 26) Why did the candidate leave your company?
- 27) Do you have any additional information that might assist the committee in reaching a hiring decision?

Note: The above questions are in no order of preference. In case additional references are desired, the committee should contact the applicant for additional names. Or, if the committee desires to contact a certain person, prior approval should be obtained from the applicant.