

Employee Reference Check Questions

When conducting reference checks on any potential new hires, ask/verify the following:

1. Verify the period of employment reported
2. Verify any job titles the applicant says they held
3. Verify job duties/responsibilities
4. Verify any job advancements reported
5. Verify income earned
6. Ask about job performance:
 - a. Punctuality
 - b. Attendance
 - c. Did they play well with others?
 - d. Quality & quantity of work?
 - e. Did they meet deadlines?
 - f. Was their work complete? Etc.
 - g. What were their strengths/weaknesses?
 - h. How did they stand out from those who held the position previously?
7. Ask if they would rehire the applicant? If not, why?
8. Ask about their reason for leaving?
9. Outline the responsibilities the applicant will take on at your company then, ask the reference if they think the applicant is suited for these duties.
10. Ask if there's anything the reference would like to add