

Basic Reference Check Sample Questions

Below are types of basic questions that may be asked. The phrasing of each question is just an example, but the idea is typical.

- What were the beginning and ending employment dates for this individual?
- What was this individual's beginning and ending salary?
- What positions did the individual hold?
- Did this individual earn promotions?
- What were the individual's most-recent job duties?
- Why did the individual leave your company?
- Is there any reason why your company would not rehire this individual?
- Would you recommend this individual for a position at another company? Why or why not?
- How did this individual's performance compare to other employees with similar job duties?
- In your opinion, what are the individual's strengths? Weaknesses?
- Did this individual get along well with management and peers?
- Was this individual a team player?
- Was this individual a motivated self-starter?
- Did any personal problems affect this individual's work performance?
- Do you think this individual will perform well as a [job title]?
- What kind of job is best suited for this individual's abilities?
- How would you describe the individual's overall performance?
- Is there anything of significance you'd like to add?

Additional Reference Check Sample Questions

Below are samples of the types of questions that reference checkers might ask for professionals, managers and executives, in addition to the basic questions above. As with the basic questions, the phrasing is just an example, but the gist is typical.

- How would you describe the individual's leadership, managerial or supervisory skills?
- Does the individual communicate well orally and in writing?
- How do you rate the individual's ability to plan short-term? Long-term?
- Did the individual make sound and timely decisions?
- Did the individual get along well with management, subordinates and peers?
- Did the individual plan, administer and make budget well?
- How would you describe the individual's technical skills?
- Did the individual demonstrate honesty and integrity?
- How well did the individual manage crisis, pressure or stress?
- Describe the individual's ability to attract and counsel top talent.

For additional information: [WFMO Contact Lists](#)