



Sample Reference Checking Questions

(Strive for open ended answers. Please retain this information locally in the candidate's record)

Before beginning to ask questions, describe to the reference the position the candidate is being considered for (including essential duties of the position, skills and abilities needed, level of supervision, etc.). This will help the reference to better understand what the person will be doing

Candidate Name: _____
Position Applying For: _____
Reference Name: _____
Professional Relationship To the Candidate: _____
Date: _____

1. What is/was your reporting relationship? Did you supervise them directly?
2. Please describe their main work responsibilities.
3. Did the candidate hold any other positions while at your organization?
4. What were/are the candidate's most significant strengths?
5. What were/are the candidate's most significant areas of opportunity/development?
Were they given feedback on these areas and how did they improve?
6. Please comment on the following skills that this candidate used in their position with you: *(you should adjust these skills to align with your open position)*

Communication skills
Customer service skills
Leadership skills
Flexibility
Attention to detail/follow through
Ability to take initiative
Ability to work as a team member
Independence

7. Would you rehire this individual? Why or why not?

8. Based on what I've described to you about this position, and what you know about the candidate's work in your organization, would you recommend them for this position? Why or why not?

9. Are there additional comments you'd like to make? Is there anything I should know?

Prohibited Inquiries

The University of New Haven does not discriminate in the employment process. Therefore, it is important to avoid questions regarding race, color, religion, gender, age, national or ethnic origin, sexual orientation, veteran status, disability, or marital status. **ASK ONLY JOB-RELATED QUESTIONS.**

Received Negative Information

Should there be a pattern of negative information or performance issues from the references, please speak with Talent Acquisition team in Human Resources. This could be indicative of future performance issues. In addition, if there are significant inconsistencies between what a reference shares and what a candidate stated please also consult with the Talent Acquisition team in Human Resources, at officeofhumanresources@newhaven.edu.

**Many employers will only provide dates of employment, job title and salary information. If this is their company policy, please document that, and proceed to the next reference listed.