

REFERENCE CHECK QUESTIONS

Candidate: _____

Date: _____

Person Requesting:
Division/Unit:

Title:
Phone No.

Contact Person / Title: _____

Agency: _____ **Phone No.** _____

Reference Check Questions:

Q. How long have you supervised the employee?

On a scale of 1-10, 1 being the lowest and 10 being the highest, how would you rate this employee in the following areas?

- 1) Ability to meet deadlines. _____
- 2) Ability to work under pressure. _____
- 3) Ability to prioritize work assignments _____
- 4) Accuracy of work. _____
- 5) Technical knowledge. _____
- 6) Ability to research information. _____
- 7) Analytical skills. _____
- 8) Thoroughness of work. _____
- 9) Relationship with those to whom services are provided _____
- 10) Relationship with co-workers _____
- 11) Ability to work with little supervision _____

- 12) Time and attendance _____
- 13) Ability to take direction/constructive criticism _____
- 14) Ability to be the "lead" staff person on a project. _____
- 15) Flexibility _____
- 16) Writing skills. _____
- 17) Oral communication skills. _____
- 18) Ability to exercise good judgment. _____

Q. In your opinion, what is this employee's strongest quality?

Q. In your opinion, what is this employee's weakest quality?

Q. Have you ever had to take corrective action regarding this employee (disciplinary discussions or written actions)?

Q. If given the opportunity, would you hire this employee again?

Additional Comments:
