

Supervisor Reference Interview Script

Reference Details

Candidate Name: _____

Reference Name: _____

Relationship to Candidate: _____

Position Title: _____

Company/Organization: _____

Date of Interview: _____

Introduction

Thank you for taking the time to speak with me. This conversation will remain confidential within the hiring process. We would like to learn more about _____ based on your experience supervising them.

Scripted Questions

- How long and in what capacity did you supervise the candidate?
- Can you describe the candidate's primary responsibilities in their role?
- How would you assess their job performance overall?
- What are the candidate's key strengths?
- What would you identify as areas for growth or improvement?
- How does the candidate handle feedback and supervision?
- Can you describe the candidate's communication and teamwork skills?
- Can you speak to their reliability and punctuality?
- Would you rehire this person if you had the opportunity?
- Is there anything else you would like us to know as we consider their application?

Notes

Interviewer Name: _____

Signature: _____

Date: _____