

Reference Questions Guide for Former Employers

This guide provides a sample set of reference check questions you may use when speaking to a former employer about a previous employee.

Basic Verification

- Can you confirm the candidateâ€™s dates of employment with your organization?
- What was the candidateâ€™s job title and main responsibilities?
- Was the candidate employed full-time or part-time?

Job Performance

- How would you describe the candidateâ€™s overall job performance?
- What would you identify as the candidateâ€™s strengths?
- What areas do you think the candidate could improve on?
- How well did the candidate handle deadlines and pressure?

Professional Conduct

- How would you describe the candidateâ€™s attendance and punctuality?
- How did the candidate interact with colleagues and clients?
- Did the candidate exhibit professionalism and integrity at work?

Reason for Leaving

- Why did the candidate leave your company?
- Would you rehire this person? Why or why not?

Additional Comments

- Is there anything else you think we should know about the candidate?

Note

Please comply with all applicable laws and company policies when sharing reference information.