SAMPLE REFERENCE QUESTIONS

1. In what capacity (e.g. supervisor, coworker, colleague, etc.) have you known the applicant? How long have you known him/her?

2. Please describe his/her job duties while employed with your organization?

3. How would you describe (applicant’s name) work?

4. How would you describe (applicant’s name) style of relating to people?

5. Describe (applicant’s name) interpersonal communication style. Can you give specific examples?

6. Describe (applicant’s name) communication style when under stress. Can you give specific examples?

7. Discuss (applicant’s name) ability to build relationships with fellow workers or supervisors. Can you give specific examples?

8. What are (applicant’s name) strongest job skills?

   OR

   In what areas does (applicant’s name) excel?

9. Have you perceived any weaknesses in work performance?

   OR

   In what areas does (applicant’s name) need improvement? Can you be specific?

10. Is there anything else I should have asked you about (applicant’s name) performance or work?

11. Would you rehire (applicant's name)?