

Reference Check Questions

Candidate Name: []

Tips:

- Compare the self-rating with the reference's rating. If not aligned, get CURIOUS.
- Refer to notes from the screening and top up interview
- Challenge the reference list from the candidate.
 - If possible, ask people in your Company who the candidate's co-workers
 - When evaluating a football player, don't just ask the coach. Ask his trainer and teammates as well.
- Pay very close attention to what people say. Rarely, will people openly speak bad about a candidate. Get curious if hear a red flag. You're looking for tremendous enthusiasm. If they're hesitating or lukewarm, this is likely a flag.
- Ask the candidate to give the references a heads up to make it easier to schedule the call.
- Recommend 7 interviews: 3 supervisors, 2 peers or customers, 2 subordinates

Reference 1 Name: []

- Reference Grade:
- Candidate's Self-Grade:

Other standard questions

- In what context did you work with the person?
- What were the candidate's biggest strengths?
- What were the candidate's biggest areas for improvement back then?
- How would you rate their overall performance in that job in a 1 to 10 scale? What about his or her performance causes you to give that rating?
- The person mentioned he or she struggled with [note from top up interview] in that job. Can you tell me more about that?
- Why did the candidate leave a position?
- Company policies aside, would you rehire this candidate?
- Is there anything else I should know about this candidate?