Employee Reference Questions:

Always thank the reference for their time and insights.

Rank each question from 1-5, with 5 being excellent, take notes to capture insights

Questions may be customized for specific skills and position requirements

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| Question | Notes | 1-5 |
| In what capacity did you supervise/work with the candidate? How long? How often did you interact directly? |  |  |
| How are they with staff members? Superiors? Customers? |  |  |
| What could you count on from them without fail? – What were their strengths? |  |  |
| How do they deal with stressful or pressure filled situations? |  |  |
| How would you describe their attendance and his punctuality? |  |  |
| Are there any elements of the candidate’s management skills that you would like to see grow further? |  |  |
| Is there anything that I have not asked about that you would like us to know about |  |  |

Additional Notes: