**Reference Check Questions (Non-Management)**

**Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. How long have you known the candidate? In what capacity? (Supplemental questions: How directly were you involved with his/her work? (E.g., did they report to you or you to them, were you a team member, did you complete their performance reviews, etc.)
2. What was his/her role and areas of responsibility?
3. What would you say are his/her greatest strengths?
4. How would you describe his/her organizational skills?
5. In this position we are looking for someone who is proficient in\_\_\_\_\_\_\_ (E.g., Microsoft Office, administration, program management, etc.). Do you think \_\_\_\_\_\_\_\_\_would be a good fit for this type of role?
6. How would you describe his/her written and verbal communication skills?
7. How did this person take initiative when working for you?
8. Can you tell me about a time this person demonstrated adaptability or ability to manage change?
9. How did s/he take direction and feedback?
10. Can you tell me about the quality of his/her work? Was s/he typically able to meet deadlines?
11. Did people enjoy working with him/her and would former co-workers want to work with him/her again?
12. This role is home-based and requires someone who can succeed with little supervision. Is this an environment in which you believe s/he would thrive? Any concerns?
13. In what areas do you feel the candidate may need further development or support?
14. Under what circumstances did s/he leave your company? If you had the opportunity, would you hire him/her again?
15. Is there anything else we should know about the candidate before we make a hiring decision?

**Comments:**

**Recommendation (proceed with offer, additional references, etc.):**