***Questions for reference checks***

QUESTION

NOTES

|  |  |
| --- | --- |
| How long have you know (name)? |  |
| What was your relationship with them? |  |
| When did you work with them and for how long? |  |
| What were (name)’s responsibilities at your organization? What type of projects were they involved with? |  |
| How did they contribute to the projects? |  |
| How did they interact with co-workers? |  |
| Can you give an example of their ability to take initiative? Can you providean example of a time that they were required to use strategic thinking skills? |  |
| What are three of their strengths? |  |
| In what areas do you feel they may need further development? |  |
| Please rank, on a scale of one to ten, the following abilities:Writing skills |  |
| / 10 |  |
| Verbal presentations | / 10 |  |
| Professionalism | / 10 |  |
| Ability to work with others | / 10 |  |
| Leadership qualities | / 10 |  |
| Ability to work under pressure or respond to competing deadlines |  |
| / 10 |  |
|  |
| Conflict resolution skills | / 10 |  |
| Why did they leave your organization? |  |
| If you had the option, would you hire them again? Is there anything else we should know before we make a hiring decision? |  |