

Reference Questions Checklist

Applicant's Name:

Date:

Could you tell me what <name> did for you?

What is your overall assessment of how he/she did their job?

How long did he/she work there? How many hours per week?

How would you rate his/her pace of work: slow, fast or average?

How well did he/she get along with co-workers?

Was he/she on time for shifts (punctual)?

Did he/she take time off work for sickness or other reasons?

Did he/she have any personal problems you are aware of? (Family, finances, drugs or alcohol)

What particular strengths did <name> bring to the job?

What were the areas of performance which required improvement?

Did you ever have any reason to suspect his/her honesty?

Do you have any concerns about this person doing the job I described to you?

Would you rehire him/her?

Additional Comments: