Collaboration Director – Reference Check questions

- Describe your relationship with the candidate? Eg Work relationship (co worker, employee, etc)

- If appropriate: What was her/his position? Can you describe the job responsibilities?

- Did (name) miss a lot of work? Was s/he frequently late? Were there any issues you are aware of that impacted her/his job performance?

- Did s/he get along well with management and co-workers?

- Did (name) supervise other employees? How effectively? If I spoke to those employees, how do you think they would describe (name's) management style?

- How did (name) handle conflict? How about pressure? Stress?

- Can you speak to his/her strong and weak points?

- What was (name's) biggest accomplishment while working with you?

- Would you rehire/hire (name) if the opportunity arose?

- If I describe the position we are hiring for to you, could you describe how good a fit you think (name) would be for the position?

- Can you describe this person's experience working as a member of a team?

- Is there anything I haven't asked that you would like to share with me?