

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?