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Reference Check Questions

Personal or Professional Reference

I am calling to verify references on insert applicant name, who has applied for a position with insert company name as a(n) insert job title. You were listed as a reference on insert applicant name's application, so I am calling to ask you a few questions in that capacity. Do you have a few minutes to speak with me now, or is there a better time for me to call?

1. What is your relationship to insert applicant name?

2. How long have you known insert applicant name?

3. The job insert applicant name has applied for involves give a very brief overview of position requirements. Based on your knowledge of insert applicant name, would you say that he/she is well-suited for this type of work? Why or why not?

4. On a scale of 1 to 5, with five being that you recommend wholeheartedly and 1 being that you would not recommend the individual at all, what number would apply to your feelings about recommending insert applicant name for this particular job?

5. Is there other information related to your thoughts about insert applicant name's application for this position and expected performance if hired that you would like to share?