WASHINGTON COLLEGE
EST. 1782

Office of Human Resources
300 Washington Avenue • Chestertown MD 21620
PHONE 410.778.7298 • FAX 410.778.7254
EMAIL hr@washcoll.edu
WEB hr.washcoll.edu

CANDIDATE REFERENCE CHECK *(PREVIOUS EMPLOYER)*

Reference Check Questions (Previous Employer)

Applicant's name: _____

Opening Remarks

(Applicant's Name) has applied for a position with Washington College. I am calling you to discuss prior employment history.

_____	_____	_____
Previous Employer	Name of person spoke with	Date

1. Could you confirm starting and ending employment dates for (name)?

_____

2. What was his/her starting and ending salary?

_____

3. What was his/her position? _____

4. Could you describe the job responsibilities?

_____

5. What particular weaknesses and areas do you think (name) needs to improve upon?

_____

6. Why did (name) leave the company? _____

7. Would you rehire (name) if the opportunity arose? _____

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

_____

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

_____

Hiring Official Signature _____

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CANDIDATE REFERENCE CHECK *(PROFESSIONAL REFERENCE)*

Applicant's Name: _____

_____ _____
Name of person spoke with Date

1. How long have you known (name) and in what capacity?

_____

2. What skills and abilities do you think (name) possess?

_____

_____

3. What areas do you think (name) might do well to develop in the next few years?

_____

_____

4. How does she/he handle conflict and difficult situations? Example?

_____

_____

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

_____

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

_____

Hiring Official Signature _____