



Office of Human Resources  
300 Washington Avenue • Chestertown MD 21620  
PHONE 410.778.7298 • FAX 410.778.7254  
EMAIL [hr@washcoll.edu](mailto:hr@washcoll.edu)  
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**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 \_\_\_\_\_