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 _________________________________________________________________
## CANDIDATE REFERENCE CHECK *(PROFESSIONAL REFERENCE)*

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<tr>
<th>Applicant’s Name:</th>
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<th>Name of person spoke with</th>
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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 __________________________________________

REV 09/2013