

EMPLOYMENT REFERENCE QUESTIONS

(These questions can be copied into the Reference Checking Form)

Does the candidate possess any specialized knowledge and or skills? If so, please discuss.

What is the candidate's ability to interpret/apply reference material?

What is the candidate's ability to independently research problems?

Is there any training that could be offered to the candidate to improve a particular skill, or quality? If so, what would it be?

What is the candidate's ability to work under pressure?

What is the candidate's ability to accept change?

How are the candidates work habits, e.g., punctuality, dependability?

How does/did the candidate perform with minimal supervision?

Is/was the candidate willing to accept close supervision?

Please discuss the candidate's ability to supervise. (For supervisory positions only)

What is/was the quality of the candidate's work in comparison to others in the unit?

Describe the strengths the candidate would bring to the Unit/Department.

Describe any shortcomings the candidate would bring to the Unit/Department.

What is/was the quality of the candidate's work in comparison to others in the unit?

What personal characteristics would you suggest could be worked on to improve overall performance?

Describe the candidate's working relationship with peers.

Describe the candidate's working relationship with management?

Please comment on the following:

(a) Attendance? Does he/she follow attendance reporting procedures?

- (b) Ability to follow instructions
- (c) Willingness to take on responsibility
- (d) Degree of supervision needed
- (e) Level of detail and accuracy in work
- (f) Organization of work
- (g) Ability to communicate in writing/verbally
- (h) Ability to prioritize work
- (i) Ability to meet deadlines
- (j) Ability to accept constructive criticism

Have you ever taken or contemplated taking disciplinary/adverse action against this employee?
Please elaborate.

Do you have any reservations about recommending the candidate for this job? If yes, please explain

Would you rehire him/her if you had the opportunity? If no, please explain.

Are there any other work related factors that we should consider in making a decision to hire this?