



How to Check References

1. Prior to offering a job to your top candidate, you will want to check their references.
2. Confirm that your candidate has included their references information on their application.
 - a. You can view the candidate's references by clicking on their application and then scrolling all the way to the bottom. They will appear at the bottom of the right column.
 - b. If your candidate has not provided references, contact them, and ask for 3 professional references and their contact information.
3. Contact the candidate's references. Below are some questions that you might consider asking.
4. During the phone call, listen carefully. Take note of who you called, when you called them, and what was discussed. Document which questions you asked and the references answers. The reference check will help you to paint a complete picture of the candidate.

Questions to ask in a reference check:

1. How do you know the candidate?
2. Can you verify the candidate's employment, job title, pay, and responsibilities? Why did they leave that job?
3. If you had the opportunity, would you re-hire this job candidate? Why?
4. Tell me what it's like to work with the candidate.
5. What are the candidate's biggest strengths/weaknesses?
6. What makes them a strong candidate for this job?
7. Did the candidate get along with their co-workers and management?
8. What advice can you give me to successfully manage the job candidate?
9. How has the candidate gone above and beyond in their job?
10. Is there anything else I should know about the candidate that I didn't already ask?
11. Is there anyone else I that you would recommend I speak with about this candidate? *Do not contact references from a current employer unless the candidate has given you permission.

Modified: 11/15/2021 hw