



# Hiring Employees Reference Questions



## Gain Context and Verify Facts

- How do you know [candidate]?
- In what capacity did you work with [candidate]?
- How long did you work with [candidate]?



## Assess Aptitude, Skills, and Fit: Five Types of Reference Check Questions

- I'm considering [candidate] for [job title]. She'd be responsible for [responsibilities]. Do you think she could perform well in this role, and why or why not?
- What are [candidate]'s weaknesses, and do you feel she could overcome them with adequate training?
- What are [candidate]'s strengths and how did she use them?



## Uncover Red Flags and Discover Whether the Candidate Will Be a Good Fit

- How did [candidate] handle challenges, whether pressure to meet a deadline, stress with a tough goal, or conflict with colleagues?
- Could you describe [candidate]'s working style? What's it like to work with her?
- Did [candidate] have any issues with colleagues and/or management?
- Do you have any advice for how to manage [candidate]?



## Determine Potential for Future Growth

- Would [candidate] make a good manager? Why or why not?
- Was [candidate] promoted or given additional responsibilities at any point? Why or why not?

