

## CANDIDATE REFERENCE CHECK QUESTIONS SAMPLE

Position Number and Title  
Candidate: Candidate Name

Reference Name:  
Agency:  
Contact Number:

1. Tell me about this person's people skills.
2. Describe how this person works as a member of a team. In a team leader position? Do they have a preference?
3. What leadership qualities does this person possess/lack? Can you give me an example?
4. How does this person approach a challenging situation?
5. What are this person's greatest strengths or attributes?
6. What work habits or attributes would you change? What work elements do they struggle with?
7. Tell me about this person's ability or capacity to manage volunteers.
8. What can you tell me about this individual's conflict resolution skills? Can you give me an example?
9. What can you tell me about this person's ability to deliver quality educational programming?
10. Is there any reason I shouldn't hire this applicant?
11. Who else would you suggest I contact about this person's work?