



**TOWN OF ROCKY HILL  
DEPARTMENT OF HUMAN RESOURCES  
SAMPLE REFERENCE CHECK QUESTIONS**

(Rev. 6/10/15)

- Verify the candidate's dates of employment, title, and role.
- Is the candidate eligible for rehire? Why or why not? What was his or her reason for leaving?
- Determine the candidate's advancement in the company; did he or she receive any promotions or demotions, or did she remain in the same role throughout her tenure?
- What was the candidate's beginning and ending salary? How often did the candidate receive salary increases?
- What kind of duties and responsibilities were assigned to the candidate? Did he or she complete them satisfactorily?
- Can you describe the work ethic of the candidate?
- What were the candidate's strengths as an employee?
- What would you consider to be his/her areas for improvement?
- Ask the reference to evaluate the employee's performance relative to the tasks likely to be assigned in the new position.
- How would you describe the applicant's punctuality and reliability?
- Did the employee get along well with her peers? With managers? With customers?
- Is there anything else I should take into consideration before I hire this candidate?
- What is your relationship to the candidate?
- What was it like to work with the candidate?
- In stressful situations, describe how the candidate reacted. Be specific.
- Additionally, how does s/he handle difficult people?
- What area of development could the candidate focus on?
- If you were going to provide advice on how to best guide this person, what would it be?