Sample reference check questions:

* When did (name) work for your company? Could you confirm starting and ending employment dates? When did s/he leave the company?
* What was her/his position? Can you describe the job responsibilities?
* Could I briefly review (name's) resume? Does the job title and job description match the position that (name) held?
* Why did (name) leave the company?
* What was her/his starting and ending salary? (In some locations, employers are [precluded from asking about salary](https://www.thebalancecareers.com/can-employers-find-out-how-much-you-made-at-your-last-job-2063396) due to state and local legislation.)
* Did (name) miss a lot of work? Was s/he frequently late? Were there any issues you are aware of that impacted her/his job performance?
* Did s/he get along well with management and co-workers?
* Can you describe this person's experience working as a member of a team?
* Did (name) prefer to work on a team or independently?
* How did s/he support co-workers?
* What were (name's) strengths and weaknesses as an employee?
* Was (name) promoted while with your company?
* Did (name) supervise other employees? How effectively? If I spoke to those employees, how do you think they would describe (name's) management style?
* How did (name) handle conflict? How about pressure? Stress?
* Did you evaluate (name's) performance? Can you speak to her/his strong and weak points? What was noted as needing improvement during this performance review?
* What was (name's) biggest accomplishment while working for your company?
* Would you rehire (name) if the opportunity arose?
* If I describe the position we are hiring for to you, could you describe how good a fit you think (name) would be for the position?
* Is there anything I haven't asked that you would like to share with me?
* Can you verify the job candidate’s employment, job title, pay, and responsibilities? Why did they leave that job?
* How do you know the job candidate?
* What makes the candidate a good fit for this job?
* If you had the opportunity, would you re-hire this job candidate? Why?
* What are the candidate’s biggest strengths and weaknesses?
* Did the candidate get along with their co-workers and management?
* Tell me what it’s like to work with the job candidate.
* What advice can you give me to successfully manage the job candidate?
* What else do I need to know about the job candidate that I didn’t already ask?
* Who else should I speak to about the candidate that can provide different insight?