

Reference Check Tips

1. Use a standard, prepared reference check form. There is one attached to this manual.
2. Speak with former supervisors for references, not colleagues, and not friends or family.
3. Prioritize questions as the reference may not have time to answer all questions.
4. Ask questions about skills needed for this position (e.g. for a supervisory position, ask about the candidate's supervision skills).
5. Ask questions about areas of concern you may have based on the interview.
6. Ask for examples to illustrate each answer the person gives.
7. Questions should be open-ended, not "yes or no" questions (let the person referring talk).
8. Press about areas for improvement (everyone has areas for improvement).
9. Ask follow up questions when you sense there might be more behind what the person is saying.