

# Reference check questions

This information is highly confidential and under no circumstances is to be shown to the candidate.

Candidate:	Referee:
1. What was the approximate period of employment?	
2. What were his/her responsibilities?	
3. What is his/her reason for leaving the role?	
4. How did you find his/her punctuality?	
5. How would you describe his/her technical competence?	
6. How would you describe the candidate's attitude towards his/her job?	
7. How would describe his/her attitude towards customers and fellow staff members?	
8. Would you re-employ him/her? Why?	
9. Are you aware of any personal problems that might interfere with job performance?	
10. Is there anything else you wish to add about this candidate?	