



ITS guide
reference checks

The following list of questions are used for reference checks.

1. Can you tell me what your working relationship is with the candidate?

2. What was the nature of his/her job?

3. What are the candidate's strong points? Any weaknesses?

4. How did the candidate get along with other people?

5. What did you think of the quality of their work?

6. Is there anything else you would like to comment on regarding the candidates' employment or job performance?

SAMPLE