

Possible Questions for References

You may ask the following questions of persons that have been identified as references, previous employers, etc.

General Questions

1. How do you know the applicant? How long have you known the applicant?
2. To your knowledge has the applicant ever been forced to resign from a position? If yes, please explain.
3. If a previous employer, would you rehire the applicant? Why or why not?
4. What are the strengths/weaknesses of the applicant as a professional?
5. Do you know of any reason why the applicant should not be employed in a position of public trust and responsibility?
6. Do you have any other comments that would help us evaluate the applicant's qualifications?

Below are questions dealing with specific qualities of an applicant, which you may ask the reference to describe/rate as: Excellent, Above Average, Average, Below Average, or Unknown and then ask follow-up question if you would like.

Personal Qualities

- How would you describe/rate the applicant's effectiveness as a speaker?
- How would you describe/rate the applicant's ability to express ideas in writing?
- How would you describe/rate the applicant's, initiative, ambition, enthusiasm?

Working Relationship with Others

- How would you describe/rate applicants' leadership/supervisory ability?
- How would you describe/rate applicant's ability to cooperate and work with others?
- How would you describe/rate applicant's ability to meet and mix with people?
- How would you describe/rate applicant's sensitivity to others?

Character

- How would you describe/rate the applicant's honesty?
- How would you describe/rate the applicant's integrity?
- How would you describe/rate the applicant's dependability?
- How would you describe/rate the applicant's personal conduct?