

Sample Questions for Reference Checks

1. Please confirm the candidate worked with you between these dates _____ and _____ as a _____.
2. Would you hire (or rehire) this candidate? Why or why not?
3. Did the candidate make a substantial, average, or below average contribution to your school community? Please explain your answer.
4. Describe the candidate's attitude on a regular basis. What was it like in a stressful situation?
5. What strengths will the candidate bring to our school?
6. What areas of development did you communicate to the candidate? How did he or she respond?
7. How would you describe the candidate's written and oral communication skills?
8. What was your greatest challenge in supervising the candidate?
9. How does the candidate handle conflict with coworkers or stakeholders (such as parents)?
10. Is there anything else you would like to share before we make our decision?