

New Hire Reference Checks

Candidate's Name: _____

Date: _____

Company: _____

Contact name: _____

Note: Deviation from this script can violate Federal employment laws.

Questions	Answers
Please verify employment dates.	
What was your working relationship?	
What was his/her position?	
Please describe this employee's duties.	
How would you rate his/her customer service skills?	
How would you rate his/her job knowledge?	
What were his/her strongest skills?	
Where does he/she need improvement?	
Please describe his/her attendance habits.	
Describe his/her compatibility with other employees and supervisors.	
How did he/she respond to direction and criticism?	
How would you rate his/her leadership and decision-making skills?	
Did any complaints result in disciplinary action?	
Please describe the reason(s) for separation.	
Is he/she eligible for rehire?	
Would you recommend this employee for a similar position?	