



Sample Reference Check Questions

- How long have you worked with or known (candidate) and in what capacity?
- How long did (candidate) work for the company and what was their reason for leaving?
- What was the nature of (candidate) primary responsibilities?
- Was (candidate) ever promoted while working in your department?
- Was (candidate) prompt and report to work on time?
- If I describe the responsibilities of the position, can you describe how well (candidate) would perform in this role?
- The position requires _____, how well do you think (candidate) would perform these duties?
- Based on what you know of the open position and NIU, what have you observed about (candidate) that suggests he/she would be successful here?
- How would you describe (candidate) interpersonal skills?
- Does (candidate) manage any other employee? If so, how many?
- What professional attributes did you find most impressive when working with (candidate)?
- What did you say was (candidate) biggest accomplishment while working in your department?
- What are (candidate) greatest professional strengths?
- What areas of improvement, training or professional development would you recommend for (candidate)?
- What are (candidate) least impressive work-related attributes that you have witnessed?
- How would you describe (candidate) as a colleague?
- How does (candidate) interact and get along with supervisors? Peers?
- Describe the impact (candidate) has had on fostering multiculturalism and supporting diversity through activities in his/her current institution?
- Would you re-employ (candidate)?
- Would you hire (candidate) for a position in your department? Why or why not?
- Would you recommend (candidate) for the position of (title) at NIU? Why or why not?
- Is there anything else that you can tell me about him/her that would be helpful for our search committee to know?
- For each of the following competencies, please tell me your knowledge of (candidate) level of effectiveness in the workplace. When appropriate, please provide job related examples.
 - Ability to follow Leave/Attendance procedures
 - Dependability
 - Ability to follow instructions
 - Willingness to take on responsibility
 - Degree of supervision needed
 - Communication skills
 - Integrity
 - Adaptability
 - Professional presence
 - Analytical ability
 - Flexibility
 - Judgement
 - Quality of work
 - Organization ability
 - Quantity of work
 - Service
 - Research
 - Teaching
 - Initiative
 - Customer service