

Reference Check:

The list of questions is intended to help with the ref check process, they are not exhaustive. Select the questions you find suitable and supplement with your own.

Positon:
Candidate:
Referanse:
Date:
Interviewer:
How long have you known the candidate and what was your work-related relationship with the candidate?
What were the work tasks of the candidate?
How would you say that he/she solved their tasks? What tasks do you mean that he/she solved best? What type of tasks did the candidate not solve so well? What area(s) are there room for improvement?
Given the criteria for the position (see attached announcement) – does the candidate suit this type of position?
Was there anything that the candidate was particularly recognized for during his/her employment? Anything special you can mention that are particularly positive or negative about the candidate (ie full of ideas, result-oriented, accurate, etc)?
How would you rate his / her relationship to superiors, subordinates and peers?

How was the candidate's capacity for work?
How did the candidate stress and pressure situations (deadlines etc.)?
Can you give an example of fair criticism of the candidate?
Why did the candidate's work relationship end?
If the candidate should apply for a new position with you, would you hire him/her again?
Is there anything that we have not asked that you think is important in the assessment of the candidate?

