

WSU Reference Check Questions
Administrative Professional Positions

NAME OF CANDIDATE: _____

POSITION: _____

Reference Information: Name _____

Contact Information _____

Information Received:

1. In what capacity did you work with the applicant?

2. Were you involved with the decision to hire the applicant?

3. On a scale of 1-7 (7=always demonstrates, 1=rarely demonstrates) how would you rate the applicant's ability to build strong positive working relationships with others such as peers, managers, etc.? Explain why..

4. On a scale of 1-7 (7=always demonstrates, 1=rarely demonstrates) how would you rate the applicant's ability to independently manage his/her own time and show good judgement in prioritizing work to meet deadlines? Explain why..

5. On a scale of 1-7 (7=always demonstrates, 1=rarely demonstrates) how would you rate the applicant's ability to exhibit self control in situations involving conflict or stress?

6. On a scale of 1-7 (7=always demonstrates, 1=rarely demonstrates) how would you rate the applicant's ability to show attention to detail resulting in few errors at work? Explain why...

7. On a scale of 1-7 (7=always demonstrates, 1=rarely demonstrates) how would you rate the applicant's ability to demonstrate dependability (i.e. consistently report to work and meetings, and be on time)? Explain why...

8. On a scale of 1-7 (7=always demonstrates, 1=rarely demonstrates) how would you rate the applicant's ability to display proficiency using basic technology (fax and copy machines, computers) and Microsoft Office Products (Excel, Word, etc.)? Explain why....

9. On a scale of 1-7 (7=always demonstrates, 1=rarely demonstrates) how would you rate the applicant's ability to accept feedback without becoming angry or defensive and use it to strengthen performance? Explain Why....

10. Would you work with this person in the future?