

**WSU Reference Check Questions**  
**GMW/Facilities 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 independently manage his/her own time and show good judgement in prioritizing work to meet deadlines? Explain why..
  
4. 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?
  
5. 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 a neat and clean work environment? Explain why...
  
6. 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...
  
7. On a scale of 1-7 (7=always demonstrates, 1=rarely demonstrates) how would you rate the applicant's ability to take responsibility for his/her quality of work without blaming others or making excuses? Explain why....

8. 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....
  
9. Would you work with this person in the future?