

**WASHOE COUNTY
REFERENCE CHECK QUESTIONS**

NAME OF APPLICANT: _____

POSITION BEING CONSIDERED FOR: _____

REFERENCE CONTACTED: _____

POSITION OR TITLE: _____

COMPANY/ORGANIZATION: _____

CITY/STATE: _____

TELEPHONE: _____

I would like to verify some of the information given to us by _____
who is applying for a position with Washoe County.

What were the dates of his/her employment with you? **OR** What was/is your
professional relationship with him/her?

From _____ 20_____ To _____ 20_____

1. What was the nature of his/her job?
2. What did you think of his/her work?
3. Describe our job. How would you rate his/her performance in this position/setting?
4. Since none of us are perfect at everything we do, please describe some of his/her shortcomings.
5. How did he/she get along with co-workers? Supervisors? Others?

6. Would you comment on his/her:
 - a. Attendance
 - b. Dependability
 - c. Ability to take responsibility
 - d. Ability to follow instructions
 - e. Flexibility
 - f. Degree of supervision needed
 - g. Overall attitude
 - h. Quality of work
 - i. Quantity of work
7. When there was a particular urgent assignment, what steps did he/she take to get it done on time?
8. Does he/she work well under pressure?
9. What kind of problems/situations did he/she handle well?
10. How skilled was he/she in planning and organizing his/her work?
11. Is he/she willing to cooperate with others to achieve mutual goals?
12. Did he/she have any difficulties that interfered with his/her ability to get the job done?
13. Why did he/she leave the position?
14. Is there anything else you can add that would help us make our decision?

Reference conducted by: _____ Date: _____