

REFERENCE VERIFICATION TEMPLATE

While conducting Employee Reference Verifications, the employer can use this template as a guide. Within this guide, there are several examples of questions based on different categories.

<p>During this process, it is important to be mindful of the following:</p> <ul style="list-style-type: none"> ▪ Ask open ended questions (“Yes”/“No” answers will not provide you with the same level of detail). ▪ It is important to stay neutral. ▪ Be mindful of red flags. 	
Categories	Question Template
Nature & Length of Relationship	<p>Can you tell me about the relationship the candidate has with you?</p> <ul style="list-style-type: none"> ▪ How long did you work with the applicant? ▪ Who reported to whom?
Candidate Strengths	<p>How would you describe the applicants’ key strengths?</p> <ul style="list-style-type: none"> ▪ Can you give specific examples?
Areas for Improvement	<p>What were this candidate’s biggest areas of opportunity while you worked together?</p> <ul style="list-style-type: none"> ▪ Can you tell me about an area where they lack experience or skills?
Significant Accomplishments	<p>Can you describe one of the most significant accomplishments that the applicant has completed while you worked together?</p>
Leadership	<p>What was it like to work with this candidate?</p> <ul style="list-style-type: none"> ▪ Can you tell me about a challenging situation the candidate encountered at work, how did they deal with it? ▪ What would you describe as the most effective method to lead and manage this candidate? Why?
Performance	<p>On a scale of 1-10, how successful was the candidate at their job overall?</p> <ul style="list-style-type: none"> ▪ What would it take them to become a 10? ▪ Can you describe the applicant’s interactions with staff members in the workplace? ▪ How well does the applicant work independently? ▪ How did the applicant respond to stress encountered in the workplace?
Employment	<p>Would you rehire this candidate for the same position if you had the opportunity today? Why?</p>

The content of this guidance document is intended to provide general information and guidance to the reader on the subject matter. The NBMS does not provide legal/accounting or professional advice. Specialist advice should be sought about your specific circumstances where necessary.