
**GEORGETOWN UNIVERSITY
REFERENCE QUESTIONS**

1) How long did you work with this candidate and in what capacity?

2) How would you describe the candidate's overall performance? Please be specific.

3) What is the candidate's job title and specific responsibilities? Please describe the candidate's supervisory responsibilities (if relevant) and comment on their management style and general effectiveness.

4) What would you consider to be his/her strong points?

5) Since none of us are perfect at what we do, can you please describe his/her short comings?

6) Is this candidate more effective working independently or as part of a team?
Please explain.

7) Please comment on the candidate's following attributes:

- a. Quality of work. _____
- b. Quantity of work. _____
- c. Interpersonal effectiveness (persuasion/negotiation). _____
- d. Ability to assume new responsibilities. _____
- e. Ability to adapt quickly to change in the workplace. _____
- f. Dependability/Attendance. _____
- g. Degree of supervision needed. _____

8) What was the most memorable contribution this candidate made while at the company?

9) What were the circumstances surrounding this employee leaving your organization?

10) Georgetown University has identified this particular candidate as a finalist for _____ . How strongly do you endorse this individual's candidacy?

11) Is this individual eligible for re-hiring? Would you re-hire this individual if given the opportunity?

12) Is there anything else you would like us to know about this applicant?

Reference Check Performed By: _____ Date: _____

Recommend to hire?

Yes

No

If not, why?
