



Pre-Approved Professional Reference Questions

Date:

Reference Completed By:

Name of Applicant:

Name of Reference Provider:

Reference Provider Job Title/Company:

Open Conversation

Example: Hi, my name is _____ and _____ has applied for a position with UW-La Crosse and has provided your name as a reference. I'm wondering if you have some time right now that I could ask you a few questions about _____. (If not, try to schedule a time to call back.)

1. How do you know (applicant's name)?
2. How long have you known him/her?
3. How long did he/her work for you (or with you)?
4. What were his/her main duties and responsibilities?
5. How would you describe his/her work performance?
6. What are his/her greatest strengths?

7. How about professional weaknesses or areas of improvement?

8. How would you describe his/her working relationships?

9. How would you describe his/her customer service skills?

10. How would you describe his/her computer skills?

11. Would you re-hire him/her?

12. Is there anything else you would like to add about (applicant name) that we haven't already touched on?

Close Conversation

Example: Thank you for your time and for sharing this information. It's been very helpful. Thanks again and have a great rest of your day.