

Questions to Ask When Checking References for a New Hire

1. Explain to the reference, the nature of the position you are filling and what the main requirements will be.
2. What context does the reference know the candidate? Former/current supervisor, friend, professional colleague, other?

Questions about the candidate:

1. What was their most significant accomplishment?
2. What are the candidate's strengths, areas for development?
3. How adaptable is the candidate?
4. Can you tell me about a time when the candidate faced a stressful situation and how they handled it?
5. How well did the candidate work with others?
6. On a scale of 1 to 5, where would you place their expertise in:
 - a. Budget Preparation?
 - b. Handling difficult people?
 - c. Keeping trustees appropriately informed of significant issues?
 - d. Technology as it effects the library?
 - e. Etc.
7. Would you hire/rehire this candidate?
8. What else do you think is important to know about this candidate?