

References Checking Interview Questions And Answers Guide.



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References Checking Job Interview Preparation Guide.

Question # 1

Tell me what were the responsibilities of the position the candidate had while working at your company?

Answer:-

This question will help you to compare and verify the position that the reference is describing, with the description that was given to you by the candidate. Before asking the next question, offer the reference a brief but specific description of the position the candidate is being considered for. Focus on the three top-priority responsibilities to enable the reference to provide specific feedback on each.

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Question # 2

Why or why not do you think the candidate is qualified to assume these responsibilities?

Answer:-

The reference will probably offer specific characteristics about the candidate that lead him/her to believe that the candidate could effectively assume the role. If the reference simply responds by affirming that, in his or her opinion, the candidate is qualified, probe by asking, What specific qualities or personal characteristics cause you to feel this way?

Prior to asking the next question, tell the reference that you will be responsible for managing and supporting this person in the position. You are, therefore, interested to know what management style the candidate responds best to.

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Question # 3

Tell me how would you describe your management style?

Answer:-

Again, probe to discover what specific management behaviors the candidate responds well to and compare differences in your management style from the one being described that may make a difference in how you interact with this employee

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Question # 4

Explain is this person a team player or does he or she excel by working alone?

Answer:-

Although teamwork is highly regarded by most companies, a person who is more independently directed may be what your position calls for. Determine, based on your assessment of the job, whether an interactive or independent work style is important for success -- and regardless of the answer, probe to determine whether the candidate demonstrated respect for other employees' contributions and a willingness to consider others' opinions.

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Question # 5

Explain what is a character reference letter?

Answer:-

It is a reference letter from a person who knows the candidate in a personal capacity rather than a previous employer. A personal character reference can be used as a recommendation for employment and should highlight the positive qualities of the individual.

This type of recommendation letter is more personal and less formal than a letter of recommendation from a former employer.

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Question # 6

Do you know who can write character reference letters?

Answer:-

The person who writes the reference letter should have sufficient knowledge of the individual for the character reference to be both credible and reliable.

Many people can be called on to write character references including business acquaintances, customers, church members, teachers, professors and neighbors. If you have volunteered for an organization ask one of the organizational leaders.



Sports coaches or instructors of activities you have participated in are another option. People you have conducted informal work for such as baby sitting, dog walking and lawn mowing can provide a plausible work-related recommendation.

Close relatives and friends are not usually considered the right people to provide a personal character recommendation.

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Question # 7

Tell me what should be included in a personal character reference?

Answer:-

The introduction should clearly indicate how the writer knows you and why he or she is eligible to write a personal reference for you. The letter should highlight your qualifications, the skills and behaviors the writer has first hand knowledge or experience of and why they would recommend you to a potential employer.

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Question # 8

What are the Positive attributes?

Answer:-

- * Reliable,
- * Honest,
- * Organized,
- * Persevering,
- * Responsible,
- * Good communicator,
- * Hardworking,
- * Diligent,
- * Motivated,
- * Adaptable,
- * Helpful,
- * Conscientious,
- * Disciplined,
- * Enthusiastic,
- * Flexible,
- * Responsible,
- * Determined,
- * Loyal,
- * Energetic.

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Question # 9

Do you know What is a background check?

Answer:-

A background check is a common term used to describe one or a number of reports collected about a candidate for employment purposes. The FCRA (Fair Credit Reporting Act) defines a background check as a consumer report. The report can vary from just checking a social security number to an in-depth investigation of education, work, criminal, credit, social and lifestyle history, including job references.

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Question # 10

Tell me what must the employer do before doing a check?

Answer:-

Before an employer can get a consumer report for hiring purposes they must notify the candidate in writing and get the candidate's written permission to conduct the employment background screening. If the employer decides not to employ the candidate on the basis of the report they are required to disclose this to the candidate and provide a copy of the report.

Know what to expect from a credit report. What is involved in a criminal check? What cannot be included in a background check? How does the candidate prepare for a background screening? Get the answers to these questions and make sure you are not taken by surprise.

Be well prepared for the employment background checks a prospective employer is likely to run.

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Question # 11

Employer Reference Check interview questions part 1:

Answer:-

- * What position did the applicant hold in your company?
- * What was his/her period of employment?
- * What was applicant's reason for leaving your company?
- * How long have you worked with the applicant?
- * Please outline his/her position and main responsibilities?
- * From the applicant's resume, does this job title and job description match the position that the applicant held?
- * Please describe the quality of his/her work?

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Question # 12

Employer Reference Check interview questions part 2:



Answer:-

- * What do you consider to be the applicant's key strengths?
- * What would you consider to be his/her areas for improvement?
- * Overall, how would you rate his/her work performance from 1-5, 1 is poor and 5 excellent?
- * What was his/her reporting structure?
- * How did the applicant respond to your supervision/management style?
- * How much supervision was needed by the applicant?
- * If applicant supervised/managed any employees, how would you describe her/his supervisory/management skills?

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Question # 13

Employer Reference Check interview questions part 3:

Answer:-

- * How did he/she get along with co-workers?
- * How would you describe the applicant's punctuality and reliability?
- * What is your experience of the candidate's honesty and integrity?
- * Can he/she handle pressure? Can you support this with an example?
- * How would you describe the applicant's ability to handle conflict?
- * Did he/she work as part of a team and if so, what contribution did applicant make?
- * Please describe the applicant's communication skills?

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Question # 14

Employer Reference Check interview questions part 4:

Answer:-

- * Would you comment on his/her attention to detail?
- * Please describe the applicant's ability to problem-solve?
- * How would you describe his/her interaction with customers?
- * How would you describe the applicant's energy level and stamina?
- * How would you describe the applicant's negotiation skills?
- * How would you describe the applicant's adaptability? Can you give me an example of when the applicant had to prove his/her ability to adapt?
- * How would you describe the applicant's decision-making ability?

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Question # 15

Employer Reference Check interview questions part 5:

Answer:-

- * How would you describe the applicant's judgment?
- * What would you say was his/her biggest accomplishment while working at your company?
- * The applicant is being considered for the following position, do you think he/she is a good fit?
- * Theoretically, would you re-employ him/her?
- * Can you tell me applicant's salary at the time of leaving?
- * Is there anything else you would like to add about this applicant?

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Question # 16

Employer Reference Check interview questions part 6:

Answer:-

- * What was (candidate's) period of employment?
- * Please outline (candidate's) position and responsibilities?
- * Reviewing (candidate's) resume, does this job title and job description match the position that the candidate held?
- * What was (candidate's) reporting structure?
- * If (candidate) did not report to you, what was your working relationship?
- * How long have you worked with /known (candidate)?
- * What was (candidate's) reason for leaving your company?

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Question # 17

Employer Reference Check interview questions part 7:

Answer:-

- * Can you tell me (candidate's) salary at the time of leaving?
- * Please rate (candidate's) reliability?
- * How would you describe (candidate's) honesty and integrity?
- * How did (candidate) get along with co-workers and management?
- * If (candidate) supervised/managed any employees, how would you describe her/his supervisory/management skills?
- * Describe (candidate's) ability to handle pressure? Can you give me an example?
- * Ability to organize, prioritize and manage time?

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Question # 18



Employer Reference Check interview questions part 8:

Answer:-

- * Ability to handle conflict?
- * Ability to work as a team member?
- * How would you rate (candidate's) communication skills?
- * How has (candidate) displayed initiative?
- * Please describe (candidate's) work ethic?
- * Please rate (candidate's) problem-solving skills?
- * How would you describe the quality of (candidate's) work?

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Question # 19

Employer Reference Check interview questions part 9:

Answer:-

- * Can you tell me about (candidate's) flexibility with regard to job tasks and working conditions?
- * What do you consider (candidate's) key strengths?
- * What would you consider to be (candidate's) areas for improvement?
- * What would you say was (candidate's) biggest accomplishment while working at your company?
- * How would you rate (candidate's) overall job performance?
- * Was (candidate) ever promoted while working at your company?
- * (Candidate) is being considered for the following position, do you think he/she is a good fit?
- * Theoretically, would you re-employ him/her?
- * Is there anything else you would like to add about (candidate)?

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Question # 20

Employer Reference Check interview questions part 10:

Answer:-

- * What was the applicant's job title?
- * Period of employment?
- * Reason for leaving?
- * Main duties and responsibilities?
- * Overall rating of work performance?
- * Applicant's strengths and weaknesses?
- * Describe applicant's honesty and reliability
- * Describe applicant's working relationships with supervisors and co-workers
- * Hypothetically, would you re-employ the applicant?
- * Is there anything else you would like to add about this applicant?

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Question # 21

Do you know when to use a character reference?

Answer:-

- * For job candidates seeking their first jobs
- * For job candidates with little formal work experience
- * For job candidates who have not worked for a long period of time
- * When previous employment references are unobtainable for any reason

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Question # 22

What are the reasons for checking references or background?

Answer:-

- * The current emphasis on security and identity-verification
- * The increasing cost of a bad hiring decision, both to a company's budget and reputation
- * The increased scrutiny that management is now subject to following a number of high-profile corporate scandals
- * Federal and state laws require background checks for specific jobs including various government positions

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Question # 23

Explain types of references checking?

Answer:-

- * Employment References
- * Character Reference Check
- * Gaps in employment history
- * Identity and Address Verification - whether the applicant is who he or she claims to be. Generally includes verification of the candidate's present and previous addresses. Can include a money laundering, identity and terrorist check and one to verify the validity of passports.
- * Whether an applicant holds a directorship
- * Credit History (credit score is not included)



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Question # 24

Why references checking is important?

Answer:-

Many regions outline specific laws regarding what information can and cannot be divulged. Many companies prohibit the release of information regarding former employees and will provide only basic information, such as employment confirmation and dates of employment.

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Question # 25

Why reference checks are performed?

Answer:-

Reference checks are performed by recruiters to verify a potential employee's credentials. These checks can include personal references and business references. Information gained can include former job title, employment dates, salary information, attitude, attendance, performance, circumstances of departure, and more.

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Question # 26

What is References Checking?

Answer:-

Contacting previous employers of a job applicant to determine his or her job history. Reference check may also include checking with school(s) or college(s) attended by the applicant to verify educational qualifications.

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