



# REFERENCE CHECK FORM

**2025  
EDITION**

## Advanced Reference Check Guide for Recruiters

### Reference checks are more than just a formality.

They are an essential part of ensuring you're providing the best service to both clients and candidates. By leaving no stone unturned, you gather critical insights that help confirm the candidate's fit while also showcasing the thoroughness and professionalism of your recruitment process.

This isn't a transactional step, it's an in-depth conversation that can uncover valuable information at any level.

### Before the Call:

- Ensure you schedule the call in advance, letting the referee know it will take 20-30 minutes.
- Connect on LinkedIn if possible to establish rapport.
- Do Your Research. Learn who they are, could they be a potential client, candidate, or referral?
- Find a personal or professional connection (shared companies, mutual connections, same school, etc.) to make the conversation more human.

### Tips:

- Remember, these are the basics, only you can bring your personality, conversation and curiosity to the call...probe away!
- Not all questions will be relevant, you may have to take out/add in where appropriate
- Smile! They can't see it, but they will hear it!

## Reference Check Questions:

### 1) Basic Information:

- Can you confirm the candidate's dates of employment?
- What was their job title?
- How long did they hold this position?
- What was your professional relationship with the candidate?

### 2) Role in the Business:

- Can you describe your business and how this role contributed to its success?
- Who did the candidate report to, and who reported to them?
- What were the key duties and responsibilities of this role?
- Were there any key projects the candidate was involved in?
- What were some challenges they faced, and how did they address them?
- What opportunities for growth did they pursue in this role?
- How was this role initially filled (agency, word of mouth, advertising, referral)? (Note this information for later use.)

### 3) Candidate's Performance in the Role:

- How did you work with xyz candidate?
- How did the candidate fulfil the needs of this role?
- Were there any particular achievements or contributions that stood out?
- How would you describe their approach to problem-solving and decision-making?
- How did they adapt to changes within the role or the business?

## Reference Check Questions:

### 4) Candidate's Skills and Attributes:

- How would you describe their communication style?
- What are their key strengths?
- What areas did they need improvement in?
- How did they handle pressure or tight deadlines?
- How effective were they in managing their time and meeting deadlines?
- Were they punctual and reliable?
- How did they collaborate with team members and other departments?
- Were there any performance management issues or formal concerns during their tenure?

### 5) Closing the Reference Check:

- Based on your experience managing them, what advice would you give to their next manager on how to get the best out of them?
- Based on your experience, would you recommend this candidate for a similar role?
- If given the opportunity, would you work with this candidate again? Why/Why not?
- Is there anything else I should know to help me better understand this candidate's capabilities?

*[Insert **Strategic Recruitment Questions** (next page gives you some options)]*

### Before closing the reference:

- Make sure you thank them for their time
- Ask if there is anything you can help them with (market insights, talent insights, any information you can provide)
- Ideally have a next call-to-action point booked in
- Ask for permission to provide a copy of this reference to your client
- Ask for permission should your candidate ask, they are happy for you to provide a copy of this reference?

## Strategic Recruitment Questions:

*"We operate in similar sphere's xyz, obviously I am a consultant for XYZ Agency, I work with people within XYZ spaces, so I was curious..."*

### A. If This Role Now Needs Replacing:

- Is this role currently open, and if so, how are you approaching the replacement process?
- Have you faced any challenges finding suitable candidates for this role?
- Are you open to discussing how we could assist in filling this position?

### B. If the Role is Filled (Potential Client Questions):

- Do you have any upcoming hiring needs in other areas of your business?
- What challenges have you faced in your recruitment process recently?
- Would you be open to a conversation about how we can support your future hiring efforts?
- How has your experience been with recruitment agencies in the past?

### C. If They Could Be a Candidate:

- How satisfied are you with your current position and career trajectory?
- Have you ever considered exploring roles within [specific industry/sector]?
- Would you be open to hearing about opportunities that align with your skills and goals?

### D. If None of the Above (Referral Questions):

- Do you know of anyone in your network who might be exploring new career opportunities?
- Has anyone in your team recently expressed interest in career development or change?
- Do you have colleagues or contacts who might benefit from a conversation with us?
- Is there anyone you'd suggest we connect with for future opportunities?

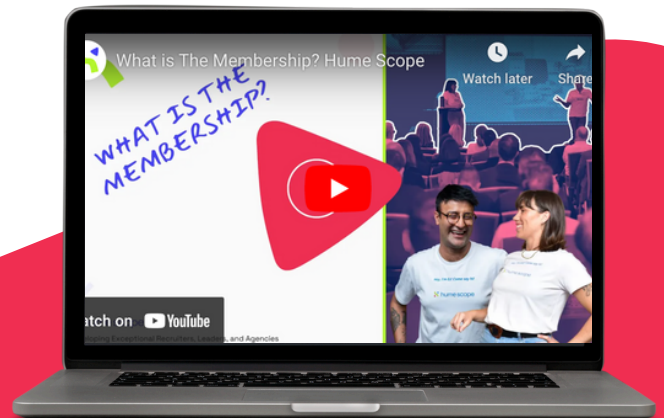
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