



Reference check call script

You: Hello, [Reference's name]. This is [Your name] from [Company name]. How are you today?

Reference: Hello, [Your name]. I'm doing well, thank you. How about you?

You: I'm great, thank you. I'm reaching out because you were listed as a reference for [Candidate's name], who is being considered for the role of [job title] at our company. I wanted to speak with you briefly to gather some insights about their qualifications and work experience.

Reference: Of course, I'm happy to help. I've had the opportunity to work closely with [Candidate's name], so I can provide some valuable insights.

You: Excellent. Let's start with some questions. Firstly, how would you describe your professional relationship with [Candidate's name]?

Reference: [Answer]

You: That's great to know. In your experience, what were some of [Candidate's name]'s key responsibilities and accomplishments in their previous role?

Reference: [Answer]

You: Wonderful. Based on your interactions, how would you assess [Candidate's name]'s communication and collaboration skills?

Reference: [Answer]

You: Thank you for sharing that. Now, in terms of [specific skills or abilities relevant to the role], how would you rate [Candidate's name]'s proficiency and performance?

Reference: [Answer]



You: Excellent. Lastly, is there anything else you believe would be important for us to know about [Candidate's name] in relation to the role they're being considered for?

Reference: [Answer]

You: Thank you so much for your time and insights, [Reference's name]. Your feedback is truly valuable to our decision-making process. Is there anything else you would like to add or any questions you have for me?

Reference: [Answer]

You: I appreciate your cooperation. If you have any further thoughts or if there are any changes in your contact information, please feel free to reach out. Thank you again for your assistance.

Reference: You're welcome, [Your name]. It was my pleasure to provide the information. Good luck with the hiring process!

You: Thank you! Have a great day.