

SAMPLE: Reference Questions

From the Toronto International Film Festival Group, Human Resources Department

Name of applicant:

Job s/he is applying for:

Name of Referee:

Title:

Department:

- 1) What was/is the nature of your working relationship?
- 2) What duties did the applicant perform?
- 3) What adjectives would you use to describe his/her work ethic?
- 4) What is her/his level of responsibility? Decision-making? Autonomy?
- 5) In your opinion, what are his/her areas for development, strengths?
- 6) How would you comment on the applicant's interactions with
Co workers?
Other staff?
Clients (if applicable)?
- 7) Is there anything else you would like to add?

Note: If there are specifics in the job, such as organizational skills or attention to detail, you may want to ask the reference about how they would rate them in those areas.