# Checking References

How do you know if someone can do what they say they can do? Talk to people that have worked

with them already.

**Many people don’t take the time to check references or talk to past clients… and yet this can be a great indicator of what the person is capable of, their work style and other considerations.**

Here is a list of questions that you can ask in a reference check. Note that many business owners

are quite busy and you don’t want to take up a lot of their time in asking questions. Pick your top

5 questions that you want to ask and ask more depending on time.

TIP: When asking someone for a reference check give them the option to do it via phone or email.

Some business owners won’t have time for a conversation but would be happy to answer your

questions via email instead.

* When did NAME work for you?
* What role did NAME play for you? What were his/her responsibilities?
* How would you describe NAME’s ability to understand what you need and deliver on it?
* What is NAME’s turnaround time like? How quickly are they able to get stuff done?
* How would you rate NAME’s reliability?
* How would you describe NAME’s strengths? What are they best at?
* How would you describe NAME’S weaknesses or areas for improvement?
* How does NAME handle pressure or stress?
* How does NAME handle having something new thrown at them that they haven’t done

before?

* How would you describe NAME’s communication style?
* If you ever had an issue or conflict with NAME, how did they respond?
* I’m considering hiring NAME to do X for me; in your experience working with NAME does

that sound like something they would be capable of?

* What kind of return on investment did you get in working with NAME?
* Is NAME someone that you would hire again? (If they are no longer working together.)
* Is there anything I haven't asked that you would like to share with me?