

Checking References

The following printout lists appropriate questions for checking references. Employers should make certain they understand the limitations of information that can be given legally to callers checking references on a former employee. The dentist/employer may be liable if excessive, inappropriate information about a former employee is released. Again, seek advice from an attorney about information concerning former employees which can be released.

Questions for References

These are frequently asked questions for checking references. However, the only questions a former employer should agree to answer are: whether the person was employed, dates employed, and job title.

1. Why did the applicant leave the job?
2. Would you rehire this person?
3. Why would you rehire this person - or why not?
4. Rate in comparison with your other employees in attitude, adaptability, perseverance, absenteeism, error-free performance, and safe work practices.
5. How did he/she interact with co-workers; with patients; with the dentist?
6. What is the greatest talent this person displayed while working with your team?
7. What was the most difficult aspect of dealing with this person?