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# Steps to Effective Reference Checking

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*Do you have?*

## 1. A clear purpose

- We have defined which behaviors, competencies, and risks the reference check should verify

## 2. Alignment with the role profile

- Reference questions are tailored to the requirements of the specific role

## 3. The right type of references

- The references we contact have relevant insight into the candidate's performance

## 4. A sufficient number of references

- We use at least two to three references per candidate

## 5. Same questions for everyone

- The same questions are asked to all references to enable comparison and reduce bias

## 6. Objective rating scales

- References assess the candidate using clear, numerical rating scales (e.g., 1–5)

## 7. Focus on behavior

- Questions focus on how the candidate has actually behaved in work situations

## 8. A smooth experience

- Candidates and references are informed, and the process is easy to complete

## 9. Compliance and data protection in place

- Legal requirements are met and data handling is clearly communicated

## 10. Structured summary

- Reference responses are structured and easy to review



Psst... Did you know you can automate all of this with Refapp?   
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