

REFERENCE CHECKING

Guidelines:

- The Hiring supervisor or search committee members should conduct in-depth reference checks.
- Call references listed in application materials. Some applicants are applying in confidence and we respect that, however, once they become a final candidate, we do need to check with their current supervisor/employer. No job offer should be made before a reference check has been completed with the current or most recent supervisor.
 - **Secondary references: If a secondary reference is going to be called (someone not listed as a reference in their application materials), the applicant must be contacted and give permission to contact them as a reference.**
- Develop a list of questions and ask each reference the same questions. Be consistent by using the same questions for each applicant. See suggestions below.
- Ask only job related questions-do not ask for subjective information or information that could be considered discriminatory.
- Keep written documentation of questions asked and answers given for each applicant.

Sample Reference Check Form

Name of Applicant: _____ Date: _____

Position for which they are applying: _____ Date: _____

Person Contacted: _____ Organization: _____

Person Contacted: _____ Relationship to Applicant: _____

Dates of employment: _____ Position held: _____

Comments on quality and quantity of work: _____

Comments on interpersonal skills: _____

How do they react toward:
Fellow employees? _____

Supervision? _____

Students? _____

How do others react to this person? _____

Comments on potential: _____

Are there areas of improvement that this person could work on? _____

Reason for leaving? _____

Eligible for rehire? _____

Any other comments: _____