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: ____________________________