## A minimum of two positive references should be obtained prior to submitting an offer to Human Resources. Use this form to document the reference’s responses. Review the University’s Reference Check Guidelines for additional information prior to contacting the reference.

|  |  |
| --- | --- |
| Applicant Information |  |
| Applicant Name: |       |       |       | Date: |       |  |
|  | Last | First | M.I. |  |
| Position Applied for: |       |  |
|  |  |
| Reference Information |  |
| Reference Name/Title: |       |  |
| Company: |  | Phone: | (     )       |  |
|  |  |
| **Introduction: Confirm who you are speaking with, identify yourself, and explain the purpose of your call. As the reference if it is a convenient time to speak and schedule a call later if not.** |
| Reference Comments |  |

Was the applicant an employee of your company? Start Date/End Date?

What was the applicant’s position on the last day of employment?

What was your working relationship with the candidate? Were you a supervisor, co-worker, customer/client?

**General Information: Gather information about the candidate’s job duties and work environment. Review the application, resume, and interview notes. Does the information provided by the reference match the information provided by the candidate?**

What were the applicant’s job responsibilities?

**Performance: Inquire as to how well they completed the job responsibilities and met employment expectations.**

What are their greatest strengths? In what environment or situations did they perform their best?

Were there any areas that needed development? Any significant performance issues?

What amount of supervision did the candidate require? How did they respond to supervision?

**Conduct: Gather information about the candidate’s conduct.**

Did they report to work on time?

Were they absent more than 10 days (except vacation) in the last year?

Have they received an oral or written warning for performance or conduct in the last year?

**Position Assessment: Describe the position that the candidate is under consideration for. Using the job description or posting, pinpoint essential skills and/or competencies needed to be successful in this particular role. List below. As the reference to describe how the candidate performed each skill/competency; document their response. May use a scale of 1-5 to help quantify.**

Skill or Competency #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response?

Skill or Competency #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response?

Skill or Competency #3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response?

Skill or Competency #4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response?

**Risk Assessment: Describe any discomforts and/or stressors of the position. Explain any job specific risks (driving, safety, sensitive information, environmental, etc.)**

Based on this information, are there any concerns?

In the past, how did they deal with difficult personalities? Stressful situations?

Did they exhibit any behaviors that caused concern? Specifically any related to potential workplace violence?

**Closing: Use this opportunity to confirm opinions and summarize the conversation.**

Why did this person leave? What was the impact of their departure on the organization?

Would you rehire them? Why or why not?

Is there anything else we should know before making a hiring decision?

Now knowing the position they are being considered for, do you think they would be successful in the role? Why or why not?

**Before ending the call, be sure to thank the reference for their time.**

**Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Please sign and print your name)**

**This form should be turned in to your Department HR Representative to be held in the search file.**