**Reference Check Template**

**Section 1: Candidate Information**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name First name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applied for Facility/Society

**Section 2: Reference**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person contacted Employer/Organization Phone number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of person contacted: How long the person contacted has known the candidate

Relationship to candidate: [ ] Supervisor [ ] Coworker [ ] Academic

 [ ] Other (if selected please describe below)

Describe:

**Section 3: Candidate Information**

**Reference must be relevant to the candidate’s work or related to their academic background.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Position candidate held Employer/Organization Dates of employment

**When calling a reference for a candidate, be sure to identify yourself, your role, your reason for calling, and the position for which the candidate is applying. If necessary, briefly describe the duties and responsibilities of the position the candidate is seeking. Use the following checklist and open-ended questions to guide your conversation.**

**REFERENCE CHECKLIST**

|  |  |
| --- | --- |
| Does the summary provided by the candidate accurately reflect their duties and responsibilities? | [ ]  Yes[ ]  No |
| Why did they leave the position? | [ ]  Yes[ ]  No |
| How would you rate the candidate’s ability to quickly learn new tasks? | [ ]  Excellent [ ]  Good [ ]  Poor |
| What level of supervision did they require? | [ ]  Little or no supervision[ ]  Occasional supervision[ ]  Much supervision |
| How would you compare the candidate’s abilities with others who have held the job? | [ ]  Excellent [ ]  Good[ ]  Poor  |
| Overall, how would you rate the candidate’s:Work habits?Dependability?Trustworthiness?Initiative? | [ ]  Excellent [ ]  Good[ ]  Unsatisfactory [ ]  Excellent [ ]  Good[ ]  Unsatisfactory[ ]  Excellent [ ]  Good[ ]  Unsatisfactory[ ]  Excellent [ ]  Good[ ]  Unsatisfactory |
| How would you rate their punctuality and attendance? | [ ]  Excellent [ ]  Acceptable[ ]  Below average |
| How would you rate their time management and organizational skills? | [ ]  Excellent [ ]  Acceptable[ ]  Below average |
| How would you rate their interpersonal communication skills? | [ ]  Excellent [ ]  Good[ ]  UnsatisfactoryComments: |
| How would you assess their ability to relate to others. | [ ]  Excellent [ ]  Good[ ]  UnsatisfactoryComments: |
| How would you rate their:Writing skills.Verbal skills. | [ ]  Excellent [ ]  Good/satisfactory[ ]  Unsatisfactory[ ]  Excellent[ ]  Good/satisfactory[ ]  UnsatisfactoryComments: |
| How would you rate their ability to adapt to change? | [ ]  Excellent [ ]  Acceptable[ ]  Below average |
| Overall, how would you rate their quality of work performed overall? | [ ]  Consistently high quality[ ]  Meets job requirements[ ]  Needs improvementComments: |

**Other Questions**

**1. How does the candidate handle difficult people? What conflict resolution protocol did they use?**

**5. How independent is the candidate in their work? Do they take initiative or wait for supervisors to direct them?**

**6. What are the candidate’s key accomplishments or impact on the organization?**

**7. What area of development could the candidate focus on?**

**8. Has the candidate ever been the subject of any disciplinary action or legal proceedings related to their work? If yes, please briefly describe the circumstances and the outcome.**

**9. Would you rehire this person? If no, why not?**

**10. Is there anything else you would like to add?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completed by Date**