

Reference Check Form

This form is used to record responses regarding a professional reference check for a job candidate. Suggested questions are included. If modifications are made, send to HR.hiring@etamu.edu for approval prior to use.

CANDIDATE INFORMATION

Candidates Name: _____ Position: _____ Requisition #: _____

REFERENCE INFORMATION

Reference's Name: _____ Company: _____

Contact Phone #: _____ Date: _____

COMMITTEE MEMBER/HIRING SUPERVISOR INFORMATION

Name of Committee Member/Hiring Supervisor Conducting Reference Check: _____

Introduction

My name is <your name> with East Texas A&M University and I'm calling to conduct a reference check for <name of candidate> who is being considered for a position. Are you are willing to provide a reference?

- ☐ Yes
☐ No

Is this a good time for you? If not, when is a convenient time for us to continue this conversation?

- ☐ Call back _____
☐ Proceed

General questions

In what professional capacity do you know the candidate?

What was the nature of their position and responsibilities?

Do you know the applicant's reason for leaving?

General performance questions

What are some of their traits that you believe will make them a valuable hire?

What are some areas needing improvement?

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How would you describe the candidate's overall work performance and professionalism?	
How would you describe the candidate's relationships with co-workers, subordinates and/or superiors?	
Were there any behaviors that negatively impacted their job performance? (e.g. attendance issues, missing deadlines or inability to take instruction or responsibility)	
What type of work environment do you think the candidate would be most likely to thrive in — and why?	
In closing	
Would you re-employ the applicant? Why/why not?	
Is there anything else you would like to comment on regarding their employment or job performance?	
Thank you for taking the time to provide feedback.	
Additional Notes:	