



Reference Check Form – Appendix D

This form is used to record responses regarding a reference check for a job candidate.

Suggested questions are included. If modifications are made, send to HR.hiring@tamuc.edu for approval before use.

1.) CANDIDATE INFORMATION

Candidates Name: Position: Requisition #:

2.) REFERENCE INFORMATION

Reference's Name: Company:
Contact Phone #: Date:

3.) REFERENCE QUESTIONS

Hello, my name is _____ and I am calling from Texas A&M University- Commerce.
Thank you for taking my call. <Applicant's name> is a finalist for the position of <job title> and has indicated you as a reference. May I ask you some questions about <Applicant's name>?

1) In what capacity have you known the applicant? And for how long?
2) How would you describe <Applicant's name> reliability and dependability?
3) How would you describe <Applicant's name> style of relating to people?
4) What are <Applicant's name> strengths and weaknesses?
5) What type of work environment do you think the candidate would be most likely to thrive in — and why?
6) Is there anything else you would like to tell me about <Applicant's name>?
7) Would you recommend <Applicant's name> for this position?
Other question(s)

4.) COMMITTEE MEMBER INFORMATION

Name of Committee Member Conducting Reference Check: