

Reference Check

Candidate Name:

Reference Name:

Reference Position and Location:

Date:

Introduction: Explain that you are calling to obtain a professional reference for a particular candidate who has applied for the position of {position}. Make clear to the reference that the person is still just a candidate, not a final choice.

1. In what capacity have you known the candidate and for how long?
2. Please describe the quality of the candidate's work.
3. Please describe the candidate's {list specific skill set related to the position and agreed upon by the Search Committee for exploring}.
4. What is your overall assessment of the candidate?
5. What other information should the search committee know about the candidate's work performance or behavior?
6. Would you hire (or rehire) this individual?

Overall Rating:

Favorable

Neutral

Unfavorable

Interviewer: