

REFERENCE CHECK QUESTIONNAIRE

Candidate Name: _____ Position: _____

Name of Reference: _____ Title: _____

Relationship: _____ How long known? _____

Confirm job title/dates of employment: Are they consistent with resume/application? Yes No

Confirmed job duties: Are they consistent with resume/application? Yes No

Reason left position according to reference: _____

Using a scale from 1 to 5 with 1 being weak and 5 being strong, can you tell me how you would rate (name of applicant) in the following areas?

Work ethic/attitude 1 2 3 4 5
Comments:

Attendance/Punctual 1 2 3 4 5
(you may not consider medical leave if mentioned)
Comments:

Timeliness in completing work 1 2 3 4 5
Comments:

Ability to handle pressure/deadlines 1 2 3 4 5
Comments:

Ability to work well with students 1 2 3 4 5
Comments:

Ability to work well with faculty 1 2 3 4 5
Comments:

Ability to work well w/ co-workers/others 1 2 3 4 5
Comments:

Ability to take responsibility 1 2 3 4 5
Comments:

Communication skills (written/oral) 1 2 3 4 5
Comments:

Ability to work as a member of a team 1 2 3 4 5
Comments:

Ability to creatively solve problems 1 2 3 4 5
Comments:

Ability to work cooperatively with management 1 2 3 4 5
Comments:

Ability to learn quickly 1 2 3 4 5
Comments:

Ability to work independently 1 2 3 4 5
Comments:

Ability to supervise effectively 1 2 3 4 5
Comments/How many people supervised?

Overall quality of work 1 2 3 4 5
Comments:

Knowledge in _____
Comments:

1 2 3 4 5

Skills in _____
Comments:

1 2 3 4 5

What would you say are the candidate's strong points?

What would you say are the candidate's developmental needs (things we might want to help the candidate work on up front)?

Would you rehire the candidate? Yes No Maybe

Is there any additional information you want to provide?

Reference check completed by

Name

Date