***REFERENCE CHECK FORM***

|  |  |
| --- | --- |
| Candidate’s Name | Date and Time |
| Name of Reference | Reference’s Phone Number |
| Name of Person Conducting Reference Check | Dept of Person Conducting Reference Check |

When calling for employment references, begin with something similar to the following dialogue:

***My name is*** (your name) ***and I am a*** (working title) ***at California State University, Stanislaus. We are considering*** (candidate name) ***for a position in*** (department name) ***as a*** (working title)***. You have been listed as a supervisor and*** (candidate name) ***has given us permission to contact you. Are you available to answer some job-related questions about*** (candidate name)***?***

If “Yes,” continue:

1. ***What is/was your working relationship to*** (candidate name)***?***

2. ***How long have you known him/her?***

***How long have you worked with him/her?***

3. ***I’d like to share with you the duties of the position for which he/she has applied. They include:*** (Describe the focus/area of the job and/or key duties below.)

|  |
| --- |
| a. |
| b. |
| c. |
| d. |
| e. |
| f. |

4. ***Based on the duties of the position, will you please assess the candidate in relation to the following required, job-related skills and abilities using a scale of 1 to 10 with 1 being the lowest and 10 being the highest score?***

List the most important advertised skills, knowledge, and abilities. Rating

|  |  |
| --- | --- |
| a. |  |
| b. |  |
| c. |  |
| d. |  |
| e. |  |
| f. |  |

5. ***What do you consider to be the individual’s strengths and weaknesses?***

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| a. | a. |
| b. | b. |
| c. | c. |
| d. | d. |

6. ***Would you re-hire this person for a position if you had a vacancy? Yes No***

7. ***Due to increased concern about violence in the workplace, did you ever***

***observe or notice in this individual a tendency toward violent behavior? Yes No***

8. ***Is there anything additional you would like to add?*** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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(Thank the reference for their time and information in our recruitment effort and close the interview.)