



Reference and Employment Verification Form

Candidate Name _____
Position _____
Reference Name _____
Employer _____
Date of reference _____

The following is a list of potential reference check questions. It is recommended that you ask as many questions as needed to determine if the candidate is a qualified and cultural fit for the College. It is not required to ask every questions on this list.

Notes:

What was your relationship to the candidate? And what is your job title?

Does the candidate currently work for your organization?

How long did you work with the candidate?

What was the candidate's job title at your organization?

What were the candidate's dates of employment?

What were the main job duties or responsibilities of the candidate's position with your organization?

Did the candidate supervise others? If yes, how would you describe the candidate's leadership style?

What was the project with the greatest organizational impact you are aware of that the candidate worked on for your organization? What was the candidate's responsibility on this project? What was the outcome of the project?

Is the candidate more of an individual contributor or team oriented? Why do you think this?

Can you provide me an example of how this candidate handled conflict?

Was the candidate in a lot of high pressure situations? If so, how did the candidate handle these?



What are the candidate's strengths?

In what area(s) can the candidate continue to develop?

Did the candidate have any warnings or discipline regarding unexcused attendance issues (frequent absences, tardiness, etc.)?

What was the reason the candidate left your organization?

Is the candidate eligible for rehire at this time?

Is there anything I have not asked that someone considering this person for a job should know?