



Student Employment

Telephone Reference Check

Notify the selected candidate that references will be checked before contacting references.
Contact Student Employment with any questions.

Reference Check Conducted By: _____ **Date:** _____

Preliminary Information

Name of Candidate: _____

Posting Number: _____

Individual Contacted: _____

Name, Title & Telephone Number of Person Providing the Reference:

Relationship to the Candidate: _____

How long have you know the candidate? _____

Reference Questions

1. What were the overall duties and responsibilities of the position held by the selected candidate?
2. What are the candidate's strengths? Please give examples.
3. What are the areas in which the candidate needed improvement? Please give examples.
4. What was the reason the candidate left the position?
5. If this was a paid position, would you rehire the candidate?
6. Is there anything else that I have not asked, but that you can tell me about the candidate?