



# LEWIS-CLARK STATE COLLEGE

The form below is intended to be used as a guide and can be modified to meet your particular needs. As a courtesy, remember to give candidates advanced notice that you will be checking their references. Use the following guidelines when you are conducting all telephone reference checks, whether the candidate is an internal employee or an external applicant.

- Introduce yourself and state the purpose of your call.
- Confirm that it is a convenient time to talk.
- Briefly describe the position for which the applicant has applied. Verify basic duties such as job title, duties, etc.
- Confirm the relationship between the person given the reference and the applicant.
- Only inquire about job-related information.
- Be consistent! Ask the same questions about all final candidates and weigh the information equally; what disqualifies one should be the basis for disqualifying any others.

## SAMPLE REFERENCE CHECK QUESTIONS

**Candidate's Name:** \_\_\_\_\_

**Reference Check provided by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. What is your professional relationship with the applicant?
2. Can you please confirm the candidate's dates of employment, title, and responsibilities?
3. Can you please describe the candidate's work performance in a few words?
4. In your opinion, what are the applicant's strengths and weaknesses?
5. What was it like to work with the candidate? Is he/she a team player?
6. Was the candidate on-time and reliable?
7. How did the candidate respond to feedback?
8. Did the employee get along well with coworkers, supervisors, and clients?
9. Did the applicant supervise other employees? How was their management style?
10. How did the candidate handle conflict?
11. Was the candidate able to work under pressure?
12. How do you think the applicant would handle these job responsibilities?
13. Is there anything else you would like to add?
14. Would you rehire the applicant?

**Reference Check completed by:** \_\_\_\_\_