

Reference Check Form

Candidate's Name:	Date and Time:
Vacancy Job Title:	Posting #:
Name of Reference:	Reference's Phone Number:

Introduce yourself and explain your purpose:

- My name is _____. I am a (working title) _____ at the University of Vermont.
- We are interviewing for a vacant _____ position in the _____ department.
- (Candidate name) _____ has named you a reference or former supervisor and has given us permission to contact you. Are you available to answer some job-related questions about (him/her)?

If yes, continue

- 1.) In what capacity have you known or worked with _____?
- 2.) How long have you known [applicant name]? ____ How long have you worked with them? ____

(Or you can state the job title, employment dates, and job duties specified in the application, and ask for verification)

- 3.) Where appropriate, check/verify educational degrees _____
- 4.) I'd like to briefly describe the duties of the position for which he/she has applied.

They include:

(Describe the focus/area of the job and/or key duties.)

a.)	
b.)	
c.)	
d.)	

- 5.) Based on this job description, will you please assess the candidate in relation to the following required job-related skills and abilities.

On a scale of 1 to 10, with 1 being the lowest and the 10 the highest, how would you rate (him/her) on the following:

(List the most important advertised skills, knowledge and abilities) Rating

a.)	
b.)	
c.)	
d.)	

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5.) Would you like to add any comments in relation to these required skills?

6.) You've heard the job duties for this position, what do you see as this individual's strengths and weaknesses?

<i>Strengths</i>	<i>Weaknesses</i>
a.)	a.)
b.)	
c.)	
d.)	

7.) If you had a position vacancy where the job duties were similar to our position, would you re-hire this individual?

Close the interview:

"That was the last of the questions. We want to thank you very much for your time and assistance in our recruitment effort."