

SAMPLE

**REFERENCE CHECK FORM FOR
SUPPORT, PROFESSIONAL & ADMINISTRATIVE STAFF**

Candidate's Name

Position/ Vacancy TITLE

Reference Name

Title

Organization

Telephone Number

Date: _____

Name: _____

(Please handle phone reference checks in a conversational tone, expressing appreciation for assistance.)

Hello, this is (**Your Name**) of Prairie View A & M University, I am calling because Mr./Ms. (*Candidate's Name*) has applied for a position with us; and, he/she has granted us permission for you to discuss their previous or present position with us.

We would like your assistance in helping us assess their experience and skills set in relation to this position. The duties of this position are: (*then give a brief description of duties*).

1. In what capacity do you know the candidate?
2. How long have you known the candidate?
3. How would you characterize this person's strengths?
4. How would you characterize this person's weaknesses?
5. Describe the candidate's responsibilities.
6. Would you describe those responsibilities as structured or unstructured?
7. To what degree was the candidate required to exercise independent judgment and/or make difficult decisions?
8. Describe the candidate's work ethic.
9. How many individuals did the candidate directly supervise?
10. How many individuals did the candidate indirectly supervise?
11. What kind of general impression did the candidate make on supervisors, peers and subordinates?
12. What kind of environment did the candidate work in? (high-pressure, low-key, self-paced, cyclical workload, steady workload)
13. How did the candidate deal with pressure?
14. Is the candidate eligible for rehire at your organization?
15. Why did the candidate leave your organization?

THANK YOU FOR YOUR TIME AND COMMENTS.

SAMPLE

**REFERENCE CHECK QUESTIONS
FOR FACULTY & ADMINISTRATORS**

Candidate's Name

Position / Vacancy TITLE

Reference Name

Title

Organization

Telephone Number

Date: _____

Person Conducting Reference Check:

Name: _____

(Please handle phone reference checks in a conversational tone, expressing appreciation for assistance.)

Hello, this is (**Your Name**) of Prairie View A & M University, I am calling because Mr./Ms. (*Candidate's Name*) has applied for a position with us and he/she has granted us permission for you to discuss their previous or present position with us. We would like your assistance in helping us assess their experience and skills set in relation to this position. The duties of this position are: (*then give a brief description of duties*).

1. Have you seen the position description?
*(If not, may I share some **information about the position** before we begin?)*
2. He/she has stated the dates of employment as _____ to _____. Is that correct?
3. What is/was his/her job presently/ or when she/he left?
4. How did she/he handle the position? (with regard to: Organization of Workload).
5. What are his/her strong points?
6. What are his/her weak points?
7. Were there recurring problems that affected his/her responsibilities?
8. What was the reason given for their leaving?
9. Would you rehire this person? _____
10. If not, why? _____
11. Are there other comments you would like to add?

Examples of reference check questions used in recent administrative searches:

How long and in what capacities have you known the candidate?

Issues of Administration and Leadership:

We'd like you to first address the candidate's administrative and managerial capabilities.

For example, we'd like to know"

- *Whether they have managed a significant budget and*
- *Dealt with difficult personnel decisions; and,*

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- *How well they have handled these responsibilities.*
- Is this a person who is viewed as competent at these basic managerial roles?
- How would you describe the candidate's communication and interpersonal skills in different settings and with different types of people or groups?
- Can you provide several examples to illustrate the candidate's leadership style and abilities?
- How well is the candidate able to manage in a climate of uncertainty? Is she or he able to cope effectively with unanticipated circumstances and change?
- Can you describe the candidate's involvement in dealing with external constituencies and in developing partnerships and collaborations with relevant groups or individuals outside the institution?

Understanding and Commitment to Leadership in a Research University Setting:

- PVAMU has set a goal of enhancing its status among national research universities.
- How do you see the candidate contributing to and providing college and university leadership for achieving this goal?

Breadth of Perspective:

To what extent has the candidate been involved in or provided leadership for major university-level initiatives, governance, or on other substantive university-wide committees or efforts?

Diversity Experience/Commitment:

Describe the candidate's efforts and successes in recruiting, retaining, and advancing women and minorities in programs or organizations in which he/she has been involved or in advancing diversity issues in other ways.

Behavior/Ethics:

Are there any concerns that you have about the candidate's ethical *or* professional behavior that you believe would impact their effectiveness in this position?

Summary Questions:

- In your analysis, what do you believe is the candidate's greatest assets with regard to a position as an: _____?
- What challenges or difficulties do you believe the candidate might have with regard to this position?
- In your opinion, are there any other individuals, with whom we may speak, that may important perspectives about this candidate's abilities with regard to this position?
- Is there any additional information that you might share that would assist our evaluation of this candidate's background and potential as a/an: _____ at Prairie View A&M University?

THANK YOU FOR YOUR TIME AND COMMENTS.