

## Reference Check Form

Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

Reference: \_\_\_\_\_ Date contacted: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Introduce yourself, and give a brief overview of position and AU

Ask the reference:

1. What is your relationship to candidate/how long have you known/in what capacity?
  
2. How do you think the candidate's skills and experience will match with this position?
  
3. Where do you believe candidate will have significant strengths to offer in this position?
  
4. Where do you feel candidate will face a greater challenge in this position (i.e., what potential weaknesses are there)?
  
5. How flexible do you believe this individual is regarding changing priorities and needs in a position?
  
6. What type of manager do you think this person works most comfortably with?
  
7. Ask some specific job/skill related questions, based on the essential functions of the job description.
  
8. Is there anything else you feel we should know about candidate?

Thank the person for their time and information.