**Sample Reference Check Form**

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Search: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample Script**

My name is \_\_\_\_\_\_\_\_\_\_\_\_. We are filling the position of \_\_\_\_\_\_\_\_\_\_\_\_ at the University of Northern Iowa and \_\_\_\_\_\_\_ is a candidate and provided your name as a reference. Are you willing to answer a few short questions?

**Sample Questions**

*Edit questions specific to the position being filled*

1. Describe how long you have known this candidate and in what capacity.
2. Describe the type of work the candidate was responsible for.
3. How would you describe the candidate’s overall performance?
4. How would you describe their interactions with co-workers, supervisors and customers?
5. What would you say are their next areas for growth and development?
6. Do you have any concerns with this candidate that we should be aware of?
7. Would you have any reservations about rehiring this individual? (if applicable)
8. Do you have any additional information about this individual that would assist us in making our hiring decision?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Person Completing Form** **Date**