**University of Northern Iowa**

**Reference Check Form for Staff Searches**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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?

1. What is/was your relationship to applicant: □ Supervisor □ Co-Worker □ Other (describe): ­­­
2. How long have you known them?

3. Describe the type of work the candidate was responsible for.

4. How would you describe the individual’s overall performance?

5. How would you describe their interactions with co-workers, supervisors and customers?

6. What would you say are their next areas for growth and development?

7. Do you have any concerns with this candidate that you think we should be aware of?

8. Is there anything else you think we should know about them that would assist us in making a hiring decision?

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