

## REFERENCE CHECK QUESTIONS

Once a candidate is selected, reference checks should be conducted. The following are samples of the type of questions that are appropriate when contacting a reference. If further questions are needed, Human Resources can serve as a resource.

- How long have you known the candidate and in what capacity?
- If reference is a work related reference:
  - What duties and responsibilities did he/she perform?
  - What quality of work did he/she provide?
  - Is this person eligible for rehire under your organizations policy? If so, would you rehire him/her?
- Based on your personal knowledge, describe the individual's successful experience working with:
  - Faculty – tenure track/adjunct
  - Administrators
  - Leadership at the University and/or in the community
  - Adult or non-traditional students
- How does the candidate interact with coworkers and customers?
- What are the candidate's strengths and weaknesses?
- What else would you like to tell me that is important about this person?