

RECORD OF REFERENCE CHECK

NAME OF CANDIDATE: _____

POSITION: _____

Reference Information: Name _____

Address _____

Telephone Number _____

Information Received:

1. How do you know the applicant?
2. How long have you known the applicant and in what capacity (personal or professional)?
3. If the reference worked with Applicant: Briefly describe the applicant's work duties.
4. This position involves _____ in a University setting. Duties involve tasks such as _____. The successful applicant must be able to work independently, but be able to take direction and be willing to assist coworkers when needed. In your opinion, is this applicant able to meet these expectations?
5. If reference has or is the candidate's employer: Is this person eligible for re-hire with your institution or company? If not, why?
6. If reference is not the candidate's employer, ask: If you had the opportunity to hire this applicant, would you? If not, why?
7. Is there anything else you wish to share with us regarding this individual's application for employment at Winona State University?

Interviewed by: _____

Date: _____