## RECORD OF REFERENCE CHECK

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 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?	NAME	OF CANDIDATE:			
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 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?	POSIT	ON:			
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	Reference Information:		Name		
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			Address		
<ol> <li>How do you know the applicant?</li> <li>How long have you known the applicant and in what capacity (personal or professional)?</li> <li>If the reference worked with Applicant: Briefly describe the applicant's work duties.</li> <li>This position involves in a University setting. Duties involve tasks such as direction and be willing to assist coworkers when needed. In your opinion, is this applicant able to meet these expectations?</li> <li>If reference has or is the candidate's employer: Is this person eligible for re-hire with your institution or company? If not, why?</li> <li>If reference is not the candidate's employer, ask: If you had the opportunity to hire this applicant, would you? If not, why?</li> <li>Is there anything else you wish to share with us regarding this individual's application for employment at Winona State University?</li> </ol>			Telephone Number		
<ol> <li>How long have you known the applicant and in what capacity (personal or professional)?</li> <li>If the reference worked with Applicant: Briefly describe the applicant's work duties.</li> <li>This position involves</li></ol>	Informa	ation Received:			
<ol> <li>If the reference worked with Applicant: Briefly describe the applicant's work duties.</li> <li>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?</li> <li>If reference has or is the candidate's employer: Is this person eligible for re-hire with your institution or company? If not, why?</li> <li>If reference is not the candidate's employer, ask: If you had the opportunity to hire this applicant, would you? If not, why?</li> <li>Is there anything else you wish to share with us regarding this individual's application for employment at Winona State University?</li> </ol>	1.	How do you know the	e applicant?		
<ul> <li>4. This position involves in a University setting. Duties involve tasks such as interest of 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?</li> <li>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?</li> <li>6. If reference is not the candidate's employer, ask: If you had the opportunity to hire this applicant, would you? If not, why?</li> <li>7. Is there anything else you wish to share with us regarding this individual's application for employment at Winona State University?</li> </ul>	2.	How long have you	known the applicant and in	what capacity (personal or professional)?	
<ul> <li>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?</li> <li>If reference has or is the candidate's employer: Is this person eligible for re-hire with your institution or company? If not, why?</li> <li>If reference is not the candidate's employer, ask: If you had the opportunity to hire this applicant, would you? If not, why?</li> <li>Is there anything else you wish to share with us regarding this individual's application for employment at Winona State University?</li> </ul>	3.	If the reference work	ed with Applicant: Briefly de	escribe the applicant's work duties.	
<ul> <li>company? If not, why?</li> <li>6. If reference is not the candidate's employer, ask: If you had the opportunity to hire this applicant, would you? If not, why?</li> <li>7. Is there anything else you wish to share with us regarding this individual's application for employment at Winona State University?</li> </ul>	4.	direction and be willing	<ul> <li>The successful applicant</li> </ul>	must be able to work independently, but be	able to take
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?	5.			Is this person eligible for re-hire with your ins	stitution or
Winona State University?	6.		e candidate's employer, ask	: If you had the opportunity to hire this applic	ant, would
Interviewed by:	7.			regarding this individual's application for emp	oloyment at
	Intervie	wed by:			