**CLASSIFIED CANDIDATE REFERENCE CHECK WORKSHEET**

**Instructions:** You must attempt to conduct three reference checks for the selected candidate of a classified position. This form is to be completed for each reference checked or attempted. Below are the standard, recommended reference check questions as well as lines for additional questions you may wish to ask. Please feel free to add lines as needed.

Begin the conversation with the reference by identifying yourself, the college, your reason for calling, and the position for which the candidate is being considered. Ask the reference if they have time to speak with you now and if not, request to schedule another time to talk.

Position Title and Req #:

Candidate’s Name:

Reference’s Name: Reference’s Phone #:

Name of person conducting the reference check: Date Completed:

If not able to contact the reference, document the date and time or your attempt:

 Question: What is the nature of your work relationship with <candidate>?

 Comments:

 Question: Please tell me about <candidate’s> productivity, reliability, and work habits.

 Comments:

 Question: Please tell me about <candidate’s> biggest strength.

 Comments:

 Question: Please tell me about the area where <candidate> needs the most improvement.

 Comments:

 Question: If you had a position open at this time, would you hire this candidate? Why or why not.

 Comments:

 Question: Is <candidate> eligible for re-hire with your organization?

 Comments:

 Question:

 Comments:

 Question:

 Comments: