

Position: _____

Candidate's Name: _____

Reference Name: _____ Title: _____

Name of Business/Organization: _____ Phone: _____

Relationship to candidate: _____

Reference checked by: _____ Date: _____

GENERAL DIRECTIONS AND INFORMATION:

1. Identify yourself and state purpose of call.
2. Briefly outline duties of the position that the candidate will be performing.
3. Assure your contact all information will be held in confidence.
4. A closing summary statement may elicit further response.
5. Thank the contact.

CONFIRMATION OF EMPLOYMENT:

Position: _____

Dates of Employment: From _____ to _____. If Person left, reason for leaving: _____

REFERENCE QUESTIONS: (responses to be legible; elaborate on responses)

1. What was the nature of the candidate's duties and responsibilities? _____

2. What areas are strengths of this candidate?
 - a. Based on the particular skills needed for DCC position: _____

b. Where was the candidate the most productive? _____

c. In what work situation was the candidate the least productive? _____

3. How would you rank the candidate's problem-solving abilities (i.e. ability to find new approaches to old problems, being creative in those approaches, etc.)? _____

4. How would you describe this candidate's ability to work as part of a team? _____

5. What is your opinion about this candidate's ability to listen to faculty & staff concerns and include faculty & staff in the planning process? _____

6. On a scale of 1 to 10, how well did the candidate get along with faculty & staff? _____

7. On a scale of 1 to 10, how well did the candidate get along with superiors? _____

8. Would you re-employ this person? _____