

REFERENCE CHECK FOR EXTERNAL CANDIDATES



My name is _____. I am with _____. I was given your name by _____, who has given me permission to reach out to you. They have applied for the role of _____. They have stated that you would be willing to be a reference for them.

Do you mind if I ask you a few questions?

Your comments are confidential. We do not go back and discuss your responses, nor the responses of other references, in a way that anyone giving the reference could be identified. The responses will be shared though with the Search Chair, the Hiring Manager and possibly with the Search Committee.

How long have you known the candidate, and in what capacity? (Ex: co-worker, immediate supervisor, internal customer, etc.)

Can you tell me why they decided to leave your organization? If still employed, why are they looking to leave your organization?

Do you think they would be suitable for a role like this? Why or why not?

What would you say would be their biggest accomplishment or legacy within your organization?

Was there ever any time when you observed or thought the person was doing something unethical?

Are you aware of the person having any documented performance issues? If yes, please explain.

We all have room for continuous improvement. What would you say would be the one area for this person to focus on professionally, and why?

Do you know if they are eligible for rehire, and if so, would you rehire this candidate? Why or why not?

Is there any reason for which you think we would not want to hire this person?

I hope you don't mind if I were to call you back in case there are any further follow-up questions. Thank you very much for your time today, it is greatly appreciated.

Person performing the reference check: _____

Person being called as the reference: _____

Date of the reference check being completed: _____