

Reference Check Guidelines | Staff Searches

Conversations with references can assist you in determining the ideal candidate for your position. The best time to check a candidate's references is when you intend to present an offer, or when you're making the final selection between your top candidates.

Please only contact references that have been listed on the candidate reference list. **Do not seek out references from colleagues, friends, or former co-workers unless listed on the candidate reference list.** It is a best practice to inform the applicant you will be contacting their references *prior* to any outreach.

Sample Staff Reference Check Form

Candidate Name:		Position:	
Reference Completed By:		Date:	

Reference Name:		Title:	
Organization:		Relationship:	

Example reference call:

Greeting: *Hello, my name is _____ and I am calling to check a reference on a candidate we are considering hiring at the University of Georgia as a (title of job).*

(Name of candidate) listed you as a reference. Do you have a few minutes to speak to me about (name)?

Questions for current/former supervisor(s):

- What were the dates of their employment with your organization?
- Please describe the type of work for which the candidate was responsible.
- Did they meet your expectation, and in what areas?
- What areas would you identify for improvement, if any?
- How would you describe the quantity and quality of work generated by the candidate?
- Describe candidate's interaction with supervisors, subordinates, peers and people outside the organization.
- If you had the opportunity, would you rehire this individual?

Questions for non-supervisory references:

- In what capacity do you know this candidate, and how long have you known them?
- How would you describe the quality and quantity of their work?
- How well did they get along with coworkers?
- What do you believe were their strongest skills as an employee?
- How would you describe their work style?
- How would you evaluate their interpersonal skills?
- What areas would you identify for improvement, if any?
- Is there anything else you would like to share?