## **Reference Check Template**

Section I: Applicant Informat	ion	
Last Name	First Name	
Position title	College/Org and Department/	Unit
Section II: Reference Contact	ted	
Person Contacted	Employer/Organization	Phone Number
Position title of person contacted	ed: Length	of Association to Candidate
Relationship to candidate:  Describe:	□ Supervisor □ Co-Worker ———	□ Academic □ Other
Section III: Candidate Informa Reference must be work rele	ation vant or related to academic ba	ackground
Position title candidate held	Employer/Organization	Dates of Employment

Identify yourself, your role at Trent, your reason for calling and the position for which the candidate is applying. If necessary, briefly describe the duties and responsibilities of the position the candidate is seeking.

## REFERENCE CHECKLIST

Does summary given by candidate accurately	o Checks	
reflect his/her duties and responsibilities?	o Doesn't Check	
Why did this he/she leave?	o Checks	
	o Doesn't Check	
How quickly does he/she learn new tasks?	o Excellent	
	o Good	
	o Poor	
What level of supervision did he/she require?		
	o Little or no supervision	
	o Occasional Supervision	
	o Excessive Supervision	
How would you compare candidate's abilities	o Excellent	
with others that have held the job?	o Good	
	o Poor	
Overall, how would rate his/her work habits?	o Excellent	
Overall, now would rate morner work habite.	o Good	
	o Unsatisfactory	
	o onsatisfactory	
Dependability?		
	o Excellent	
	o Good	
	o Unsatisfactory	
	<del>-</del>	
Trustworthiness?		
	o Excellent	
	o Unsatisfactory	
Initiative?		
	o Excellent	
	o Good	
	o Unsatisfactory	
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How would you rate his/her punctuality and attendance?	o Excellent o Acceptable o Below Average
Rate his/her time management and organizational skills.	o Excellent o Acceptable o Below Average
How would you rate his/her interpersonal communication skills?  Comments?	o Excellent o Good o Unsatisfactory
Assess candidate's ability in relating to peers/students.  Comments?	o Excellent o Good o Unsatisfactory
Rate candidates written skills.	o Excellent o Good/ Satisfactory o Unsatisfactory
Rate candidate's verbal skills.	o Excellent o Good/Satisfactory o Unsatisfactory
Comments?	
Adaptability to change?	o Excellent o Acceptable o Below Average
Overall, how would rate the quality of work performed?  Comment?	o Consistently high quality o Meets job requirements o Needs improvement

Describe the candidate's ability to make sound and timely decisions.
Comment on the candidate's ability to cope in a diverse and complex work environment.
What areas could the candidate improve upon?
Was the candidate the subject of any disciplinary action or legal proceedings? If yes, please briefly describe the circumstances and the outcome.
Would you rehire this person? If no, why not?
Is there anything else you would like to add?
Signature of Person Checking References Date