

## Wellesley College Reference Checking Form

**APPLICANT:**

**POSITION:**

Name of Reference:

Phone Number:

Date of Contact:

Position:

Organization:

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- What was the nature of your relationship with this candidate?
  
- Describe the position applied for and then ask: Can you address your experience with this individual in such an environment with these types of tasks?
  
- Overall Impression of the Candidate (intelligence, style, administrative skills):
  
- Can you speak to the quality of work?
  
- What do you see as his/her particular strength or skill area? What area of development could the candidate focus on?
  
- Describe her/his management/leadership style (where applicable):
  
- How effective is candidate in creating and managing change (where applicable):
  
- How would you describe the candidate's technology skills?
  
- Example of the candidate demonstrating initiative:
  
- Describe interpersonal skills with respect to customer service, problem solving, working with diverse individuals, dealing with difficult people:
  
- Reason for leaving current position?
  
- Eligibility for rehire (comment):

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Reference called by:

Position and Department: