



# REFERENCE CHECK SCRIPT

## SCRIPT - OPENING STATEMENTS:

1. My name is..... from Okanagan College. My position is .....
2. We are in the process of hiring for a position within the College and I am calling to conduct a reference check on ..... (*Name of Candidate*).
3. He/she has authorized me to contact references for the purpose of obtaining information relating to his/her employment history.
4. Is this a good time for you?
5. The position we are filling is ..... (*Refer to job description*)
6. Key components of this position are: **(List 4)**

1

2

3

4



# REFERENCE CHECK FORM

- WORK REFERENCE #1     
  WORK REFERENCE #2     
  WORK REFERENCE #3

## REFERENCE CONTACT INFORMATION

Applicant Name:

Position Applied For:

Competition Number:

Reference Name (Referee):

Position Title:

Firm/Organization:

Address:

Phone Number:

Reference Completed By:

Date:

## BACKGROUND INFORMATION

1. Relationship to Candidate:

2. Has known Candidate Since:

3. In what capacity did you work with the candidate? (Example: Supervisor, Colleague, Personal)

Supervisor     
  Colleague     
  Personal

4. Applicant worked for you from:  to

Comment if not correct:

5. Starting Position:

Ending Position:

### PLEASE NOTE:

Responses to any of these questions will be held in confidence and only shared with the Human Resources Department and Selection Committee. A summary of referee comments may be shared with a Selection Committee as necessary. Under the **Freedom of Information and Protection of Privacy Act**, an applicant may request access to any information which pertains to them. As such, we would be obligated to release this information to the applicant if so requested. The above candidate has provided Okanagan College with written permission to solicit references on his/her behalf.



# REFERENCE CHECK FORM

## JOB FIT

1. Based on the job description as outlined, in your opinion would the candidate be a good fit for the job?

If Yes, why?

If No, why not?

2. On a scale of 1-10 please rate the following **KEY JOB COMPETENCIES** for this candidate using the following rating scale:

*(ONLY ASK QUESTIONS THAT ARE APPLICABLE TO THE POSITION)*

STRONGLY DISAGREE  
UNSATISFACTORY  
POOR

STRONGLY AGREE  
EXTRAORDINARY  
EXCELLENT

N	COMPETENCIES	N/A	1	2	3	4	5	6	7	8	9	10	COMMENTS
1	<b>KEY JOB DUTIES:</b> How would you rate his/her ability to perform key responsibilities of the job he/she is being considered for?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	<b>LEADERSHIP SKILLS:</b> What kind of leadership skills does he/she have? How would you rate those skills in his/her current employment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	<b>SUPERVISORY SKILLS:</b> Did the candidate supervise other employees? If "Yes" how effectively?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	<b>MANAGEMENT STYLE:</b> How would you describe his/her management style? How would you rate the effectiveness of that style in his/her current employment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	<b>TEAM WORK:</b> This job requires the ability to work in teams and collaborate on projects with colleagues and supervisors. How would you rate this person's teamwork?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	<b>QUALITY OF WORK:</b> This job requires the ability to produce high quality work within deadlines. How would you rate this person's quality of work and his/her ability to meet deadlines?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



# REFERENCE CHECK FORM

STRONGLY DISAGREE  
 UNSATISFACTORY  
 POOR

STRONGLY AGREE  
 EXTRAORDINARY  
 EXCELLENT

N	COMPETENCIES	N/A	1	2	3	4	5	6	7	8	9	10	COMMENTS
7	<b>PROBLEM SOLVING:</b> How would you rate his/her problem solving skills? Can you give an example of a problem that you know of that he/she had to deal with and how things turned out?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8	<b>STRENGTHS:</b> How would you describe his/her strengths? How would you rate those strengths and why?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9	<b>STRESS MANAGEMENT:</b> How would you rate his/her ability to cope in crisis, pressure or stressful situations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10	<b>TEACHING (IF APPLICABLE):</b> How would you rate his/her teaching ability? What kind of feedback did you get from students relative to his/her teaching?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11	<b>CONFLICT RESOLUTION:</b> Give an example of a conflict situation that you know he/she was involved in and describe the outcome to that conflict. How would you rate their ability to deal with conflict?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12	<b>ADAPTABILITY:</b> How would you rate his/her ability to adapt to change or changing priorities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



# REFERENCE CHECK FORM

STRONGLY DISAGREE  
 UNSATISFACTORY  
 POOR

STRONGLY AGREE  
 EXTRAORDINARY  
 EXCELLENT

N	COMPETENCIES	N/A	1	2	3	4	5	6	7	8	9	10	COMMENTS
13	<b>COMMITMENT:</b> How would you rate his/her commitment to organizational goals?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
14	<b>TIME MANAGEMENT:</b> How would you rate his/her ability to excel in a time sensitive environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
15	<b>INITIATIVE:</b> How would you rate his/her ability to work independently?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
16	<b>RELATIONSHIPS:</b> This section focuses on key relations. Please rate the quality of his/her relationship with the following:												
	A. Supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	B. Faculty & Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	C. Key Stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	D. Students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
17	<b>COMMUNICATION (WRITTEN &amp; VERBAL):</b> This section focuses on written and verbal communication skills. Please rate the quality of his/her communications with the following:												
	A. Supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	B. Faculty & Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	C. Key Stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	D. Students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
18	<b>TECHNOLOGY SKILLS:</b> This section focuses on technology skills. Please rate his/her proficiency in the use of the following:												
	A. Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	B. Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	C. Banner, Fast	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	D. Other (Outlook, Internet)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



# REFERENCE CHECK FORM

## PERSONAL/PROFESSIONAL DEVELOPMENT AND RESEARCH ACTIVITIES

3. **A) Applicable to College Professors:**  
What research activities has he/she undertaken in their current employment?

**B) Applicable to All:**  
What professional development activities has he/she completed in their current employment?

**C) Applicable to All:**  
If Okanagan College were to hire him/her, we would obviously want to ensure his/her success. From your experience with him/her, what advice could you provide to us about how we can support and develop him/her. (i.e. In what areas does he/she need training or development).

## REASON FOR LEAVING

4. What are/were the candidate's reasons for leaving your organization? Or your department?

## OTHER COMMENTS

5. Is there anything that you are aware of in the candidate's background that would affect Okanagan College's decision to make him/her an offer and/or do you have any reservations in recommending him/her for the position of ..... with Okanagan College?

## SELECTION COMMITTEE ADDITIONAL QUESTIONS/FOLLOW-UP FROM INTERVIEW (IF APPLICABLE - INSERT QUESTION & RESPONSE)

6.



# REFERENCE CHECK FORM

**REHIRE**

7. Would you hire/rehire this person?  Yes  No If "No" why not?

**CLOSING STATEMENTS:** Thank you for spending your time in talking with me.

**REFERENCE CHECK EVALUATION**

Please indicate the quality of this candidate based on the reference check:

- Not Acceptable
- Acceptable - Meets Expectations
- Exceeds Expectations

Signature of the Individual Conducting the Reference Check

**NEXT STEPS:**

PLEASE PRINT THIS FORM AFTER COMPLETION, SIGN, AND RETURN TO HUMAN RESOURCES WITH APPLICABLE DOCUMENTATION.