

Baylor University Staff Reference Check Form

Candidate Name: _____

Position: _____

Hiring Manager: _____

Today's Date: _____

Reference Name: _____

Instructions: Reference checks are conducted by the hiring manager or the person who will be supervising this role. This is not a confirmation of employment or education, rather the purpose is to learn more about the candidate from people who know them in a professional or personal capacity. The reference check provides additional data to help inform the hiring decision.

1. How do you know the candidate and how long have you known them?

2. What would you say are the candidate's three greatest strengths? (Alternate question: What type of work environment do you think they would excel in? Why?)

[Please provide a brief description of the position, its purpose, and some of the challenges or success factors of the position, then ask the following questions.]

3. Based on what I've just described about the position and what you know about the candidate, does this position sound like it would be a great fit for them? Why/why not?

4. If you had to pick one or two pieces of this job where you think they might not be as strong or might need some development, what would those be? Why?

5. What do you think their coworkers would likely say is the best part of working with her/him? The most challenging part?

6. What advice would you give to their supervisor about managing them effectively?

7. Would you have any hesitation recommending them for this job? Why/why not?

8. Is there anything I did not ask that would be helpful for me to know?