

REFERENCE CHECK

Candidate's Name: _____ Position: _____

Reference Name: _____ Title: _____

Organization: _____ Telephone
Number: _____

Mr./Ms./Dr. _____ has applied for the position of **(title)** in **(dept./unit)** of Texas AgriLife Research / Texas AgriLife Extension Service of The Texas A&M System. You've been suggested as someone who might help us assess his/her experience and skills as they relate to this position. Position duties include **(brief description of duties)**.

(Use the same questions for each candidate and only those that are appropriate for the position being considered.)

1. In what capacity do you know the candidate?

2. How long have you known the candidate?

3. How would you characterize this person's strengths?

4. How would you characterize this person's weaknesses?

5. Describe the candidate's responsibilities.

6. Would you describe those responsibilities as structured or unstructured?

7. To what degree was the candidate required to exercise independent judgment and/or make difficult decisions?

8. Describe the candidate's work ethic.

9. How many individuals did the candidate directly supervise?

10. How effective was the candidate in working with internal groups or constituencies? Explain.

11. How effective was the candidate in working with external groups or constituencies? Explain.
12. Did the candidate experience any major setbacks or disappointments?
13. What kind of environment did the candidate work in? (High-pressure, low-key, self-paced, cyclical workload, steady workload)
14. How did the candidate deal with pressure?
15. Comment on the candidate's ability to work with a diverse workforce (i.e., faculty, staff, business community, legislators, etc.).
16. Why did the candidate leave your organization?
17. What have been the candidate's most significant accomplishments in his/her current or past positions?
18. The position has significant and complex responsibilities that call on related experience and demonstrated abilities. Is he/she well suited for this level of administrative responsibility? Elaborate.
19. Do you have any reservations about this candidate's ability to perform the duties of this position? Elaborate.
20. How do you rate his/her oral and written communication skills?
21. Are there any other issues or considerations that you believe would be important?
22. Is the candidate eligible for rehire at your organization? If not, why?
23. Do you know anyone else we could contact for a reference on this candidate?

Thank you for your time and comments.

Reference checked by: _____ Date: _____