

Telephone Reference Check Form
For Support, Professional and Administrative Positions

Candidate's Name

Reference Name

Title

(____)_____
Telephone Number

Organization

Date

**Mr./Ms./Dr. _____ has applied for/been nominated for the position of (title) at (System member).
You've been suggested as someone who might help us assess his/her experience and leadership skills as they relate to this
executive position. Position duties include (brief description of duties).**

In what capacity do you know the candidate?

How long have you known the candidate?

How would you characterize this person's strengths?

How would you characterize this person's weaknesses?

Describe the candidate's responsibilities.

Would you describe those responsibilities as structured or unstructured?

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

Please describe the candidate's work ethic.

How many individuals did the candidate directly supervise?

How many individuals did the candidate indirectly supervise?

What kind of general impression did the candidate make on supervisors, peers, and subordinates?

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

How effective was the candidate in working with external groups or constituencies?

Describe the candidate's major accomplishments.

Did the candidate experience any major setbacks or disappointments?

What kind of environment did the candidate work in? (high-pressure, low-key, self-paced, cyclical workload, steady workload)

How did the candidate deal with pressure?

Comment on the candidate's ability to work with a diverse workforce.

Is the candidate eligible for rehire at your organization?

Why did the candidate leave your organization?

Other position-related comments:

Thank you for your time and comments.

Reference checked by: _____